UC Irvine Laboratory Site Safety Training Checklist

Prior to beginning work at any UCI Laboratory you must complete the following:

• Read and understand the contents of this Checklist
• Receive training on specific laboratory safety requirements and procedures for your laboratory
• Complete all steps required by this checklist and ensure that you and your PI have signed the document

UC Learning Training Modules:

1. Go to http://uclc.uci.edu, click “Login” and enter your UCInetID and password.
2. Click on “Learner” icon at the top of the page, click the “Campus” tab and then click on “Safety Training Self-Assessment” in the bottom blue bar.
3. Fill out questionnaire using the following information (PI /Lab Supervisor must tailor this section to the anticipated work you will perform in the laboratory:

UC Irvine Safety Training Self-Assessment

Welcome

October 28, 2013

This self-assessment is intended for UC Irvine staff, faculty and student employees who work on campus. The assessment customizes your safety training requirements to your specific work categories, activities and environment. After making your selections from the list below, click SUBMIT at the bottom of the page. You will then be able to view your selections and your resulting required safety training prior to final submission. Results are viewable by you, your supervisor, and UC Learning Center administrators.

Select ALL of the categories that describe your work:

- Academic
- Administrative/Clerical
- Arts/Theatre workers (Not for Teachers or Administrative)
- Building Facilities Manager
- Building/Construction/Renovation
- Carpenters/Shopworkers
- Child Care
- Construction Management
- CUE (Coalition of University Employees)
- Custodial/Housekeeping
- Facility Maintenance - General
- Facility Maintenance - INF
- Facility Maintenance - Laboratory
- Field Researchers
- Food Service
- HVAC
- Laboratory Research (Chem, Rad, Bio)
- Mail/Stock Room
- Managerial
- Medical/Patient Care
- Plumber
- Police/Security
- Principal Investigator (Chem, Rad, Bio)
- Principal Investigator (Other)
- RAHA - Residential/Housing Assistant
- Supervise Employees
- TA - Laboratory (Chem, Rad, Bio)
- TA - Non-Laboratory
- Technical
- Telecommunications Field Work:
- Volunteers
- X - None of the work activities listed
4. For **activities and environments** that describe your work:

5. Click “submit” at the bottom.

6. Go back to the home page and click on “Required Activities” in the upper blue bar to view your required trainings. Register and complete required trainings.

   Note: For the status of each assignment, “Attended” and “Acquired” means the task is up-to-date while “Assigned” or “In progress” means the task still needs to be completed.

7. Make sure to complete the following modules first:
   
   a. Laboratory Safety Fundamentals (online)
   b. Hazardous Waste (online)

8. You may have been assigned additional modules depending on your work (such as Bloodborne Pathogens, Viral Vectors or Privacy and Security Training-HIPAA). Make sure to complete these required modules as well.
**Work Unit Specific Training:** Your PI/Lab Supervisor or designated Safety Representative will cover the following topics with you.

<table>
<thead>
<tr>
<th>Initial</th>
<th>Training Topics</th>
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<tbody>
<tr>
<td></td>
<td><strong>Emergency Procedures</strong></td>
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<tr>
<td></td>
<td>Fire alarm pull station: Locations and activation instructions.</td>
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<td></td>
<td>Fire Extinguisher: Location and activation instructions.</td>
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<td></td>
<td>Eye wash/safety showers: Locations and activation instructions.</td>
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<td></td>
<td>First aid kits: Locations and content review.</td>
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<td>Phone: Locations and dialing of ‘911’ instructions.</td>
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<td>Emergency Procedures Guide: Flipchart locations and discussion of actions for each scenario listed.</td>
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<td>Shelter-in-Place: Review of shelter-in-place lab securing procedures.</td>
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<td>Primary and Secondary Routes of Egress: Walk of both pathways to Emergency Assembly Area and review of disabled employee evacuation procedures.</td>
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<td>Emergency Assembly Area: Review of lab gathering point and evacuation procedures.</td>
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<td>Reverse 911: Enroll in campus emergency alert system.</td>
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<td><strong>Engineering Controls</strong></td>
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<td>Chemical fume hoods: Demonstration of proper use and instruction on adjustable controls.</td>
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<td></td>
<td>Biological safety cabinets: Demonstration of proper use and instruction on adjustable controls.</td>
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<td>Chemical storage locations: Locations and segregation rules.</td>
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<td>Laboratory Ventilation: Laboratory is slightly negative with respect to the hallway</td>
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<td>Other engineering controls (glove boxes, gas cabinets): Demonstration of proper use and instruction on adjustable controls</td>
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<td>Describe:</td>
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<td><strong>Administrative Controls</strong></td>
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<td>Laboratory Safety Manual (including Chemical Hygiene Plan): Location and content description.</td>
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<td>SDS: Demonstration of electronic access to Safety Data Sheet repository.</td>
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<td>Laboratory Standard Operating Procedures (SOPs): Review of SOP locations, required approvals and signature of understanding for each SOP.</td>
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<td>Chemical Inventory: Access and use of inventory system (Cibr-trac).</td>
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<td>Chemical Processes: Identification of areas requiring specific SOPs.</td>
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<td>Reporting: Safety Concerns, Near-Misses notification to Supervisor or PI.</td>
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<td></td>
<td>Hazard-Specific Safety Training: Determine additional courses needed. Enroll</td>
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in courses.

**Authorizations:**
- Radiation Use Authorization- Submit a Radioisotope User Enrollment form
- Laser Use Authorization-
- Controlled Substances- Submit a Personnel Screening Data Sheet (PSDS)
- Animal Worker-
  - Attend Orientation to Animal research and obtain card key
  - Complete CITI Training
  - Complete the LAOHP medical screening questionnaire
- IBC protocol modification form- PI or SR to add your name to the protocol(s)

**Personal Protective Equipment**

Access and review the Laboratory Hazard Assessment Tool, complete training and obtain PPE via EH&S

**Lab Coat:**
Provide at no cost a fitted lab coat(s). Certain labs require flame resistant lab coats. (*Provide established instructions here*)
Type: ☐FR ☐Standard ☐Barrier

**Eye protection:**
Provide at no cost a fitted pair(s) of safety glasses and/or safety goggles. Safety eyewear must be of the type and adjusted accordingly to be worn comfortably and stay securing in place. (*Provide established instructions here*)
Corrective Prescription Y/N Model: _______________________

**Gloves:**
Location, knowledge to select correct type, and donning/doffing instructions.

**Other:**

**Waste Disposal**

**Hazardous Waste Accumulation Area:** Demonstrate: Location, proper labeling, proper storage requirements, and process to request pick-up.

**Other**

Understands safety procedures for specific operations (e.g., UV light, laser, safe use of specialized equipment, high voltage equipment, confined space, etc.). (*See SOS binder and sign off on all established SOPs as needed*)

**EH&S Reproductive Health Program information**

**Hazardous Lab equipment (autoclaves, cryostat, centrifuge, table saws)**
List here:

**Other Topics:**
Laboratory Worker Signature
I certify I have been provided with and understand the information in the Laboratory Site Safety Training Checklist. I understand I am responsible for adhering to all safety laws, rules, and regulations while working at UC Irvine

<table>
<thead>
<tr>
<th>Print Your Name</th>
<th>Signature</th>
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<tbody>
<tr>
<td>PL Name and Signature</td>
<td>Date</td>
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