

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:

The screenshot shows a web browser window titled "SAT Session - Windows Internet Explorer" displaying the "UC Learning Center UC Irvine Safety Training Self-Assessment" page. The page URL is <https://apps.adcom.uci.edu/sat/workDimension.htm>. The page header includes the UC Learning Center logo and navigation links for Home, Help, and Logout. A welcome message is displayed, followed by an introductory paragraph explaining the purpose of the self-assessment. Below this, a section titled "Select ALL of the categories that describe your work:" lists 25 categories, each with an unchecked checkbox. The categories are arranged in two columns. The bottom of the browser window shows the Windows taskbar with the Start button, several application icons, and the system tray displaying the time as 3:20 PM.

UC Learning Center
UC Irvine Safety Training Self-Assessment
Home | Help | Logout
Welcome [redacted] 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:

| | |
|--|--|
| <input type="checkbox"/> Academic | <input type="checkbox"/> Laboratory Research (Chem, Rad, Bio) |
| <input type="checkbox"/> Administrative/Clerical | <input type="checkbox"/> Mail/Stock Room |
| <input type="checkbox"/> Arts/Theatre workers (Not for Teachers or Administrative) | <input type="checkbox"/> Managerial |
| <input type="checkbox"/> Building Facilities Manager | <input type="checkbox"/> Medical/Patient Care |
| <input type="checkbox"/> Building/Construction/Renovation | <input type="checkbox"/> Plumber |
| <input type="checkbox"/> Carpenters/Shopworkers | <input type="checkbox"/> Police/Security |
| <input type="checkbox"/> Child Care | <input type="checkbox"/> Principal Investigator (Chem, Rad, Bio) |
| <input type="checkbox"/> Construction Management | <input type="checkbox"/> Principal Investigator (Other) |
| <input type="checkbox"/> CUE (Coalition of University Employees) | <input type="checkbox"/> RA/HA - Residential/Housing Assistant |
| <input type="checkbox"/> Custodial/Housekeeping | <input type="checkbox"/> Supervise Employees |
| <input type="checkbox"/> Facility Maintenance - General | <input type="checkbox"/> TA - Laboratory (Chem, Rad, Bio) |
| <input type="checkbox"/> Facility Maintenance - INRF | <input type="checkbox"/> TA - Non-Laboratory |
| <input type="checkbox"/> Facility Maintenance - Laboratory | <input type="checkbox"/> Technical |
| <input type="checkbox"/> Field Researchers | <input type="checkbox"/> Telecommunications Field Work |
| <input type="checkbox"/> Food Service | <input type="checkbox"/> Volunteers |
| <input type="checkbox"/> HVAC | <input type="checkbox"/> X - None of the work activities listed |

4. For activities and environments that describe your work :

The screenshot shows a Windows Internet Explorer browser window displaying a web page titled "SAT Session - Windows Internet Explorer". The address bar shows the URL "https://apps.adcom.uci.edu/sat/workDimension.htm". The page content is a list of activities and environments, each with an unchecked checkbox. The list is organized into two columns. The activities listed include: Aerial Lift Use, Animal Handler (ULAR), Asbestos, Blood/Tissue/Body Fluids (Human & Non-Human Primate), Bucket Truck Use, Compressed Gas Cylinder Handling and Use, Computer Use (Frequent), Confined Spaces (manholes, etc.) - Employees & Supervisors, Construction Site Work, Driving is a routine or essential function of job, Forklift Use, Formaldehyde, Fuel/Oil Storage (over 55 gallons), Hazardous Chemicals, Hazardous Waste - Chemicals IRVINE, High Noise (>85 dBA), High Voltage Electricity (>601 volts), Hot Environments, Human Subjects Research, Infectious Substances/Medical Waste, Ladders/Scaffolding, Landscaping, Groundskeeping, Lasers, Lead/Lead Paint, Lifting - Frequent/Heavy/Bulky/Awkward, Lockout/Tagout, Motorized Cart Use, Nanosystems - Clean Rooms, Outdoor Work (> 1 hour/day), Painting Maintenance, Painting Theatre Set Design, Portable Power Tools, Potential Exposure to Wild Rodents in their natural environment, Prolonged/Repetitive Lab Activities (>30min/shift of pipetting, microscope, fumehood use, etc.), Radiation Producing Machines (Research), Radioactive Materials (Research), Respirator Use, Safety on Site (SOS) Representative, Select Agents, Sheet Metal Work, Ship/Pack Dry Ice, Ship/Pack Hazardous Materials, Shop Equipment, Trenching & Shoring, Viral Vectors, Welding Equipment - Employees & Supervisors, Willed Body Program, Working at Heights & Elevated Surfaces, and X - None of the work activities listed.

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.

Initial Training Topics

Emergency Procedures

- _____ **Fire alarm pull station:** Locations and activation instructions.
- _____ **Fire Extinguisher:** Location and activation instructions.
- _____ **Eye wash/safety showers:** Locations and activation instructions.
- _____ **First aid kits:** Locations and content review.
- _____ **Phone:** Locations and dialing of '911' instructions.
- _____ **Emergency Procedures Guide:** Flipchart locations and discussion of actions for each scenario listed.
- _____ **Shelter-in-Place:** Review of shelter-in-place lab securing procedures.
- _____ **Primary and Secondary Routes of Egress:** Walk of both pathways to Emergency Assembly Area and review of disabled employee evacuation procedures.
- _____ **Emergency Assembly Area:** Review of lab gathering point and evacuation procedures.
- _____ **Reverse 911:** Enroll in campus emergency alert system.

Engineering Controls

- _____ **Chemical fume hoods:** Demonstration of proper use and instruction on adjustable controls.
- _____ **Biological safety cabinets:** Demonstration of proper use and instruction on adjustable controls.
- _____ **Chemical storage locations:** Locations and segregation rules.
- _____ **Laboratory Ventilation:** Laboratory is slightly negative with respect to the hallway
- _____ **Other engineering controls (glove boxes, gas cabinets):** Demonstration of proper use and instruction on adjustable controls
Describe:

Administrative Controls

- _____ **Laboratory Safety Manual (including Chemical Hygiene Plan):** Location and content description.
- _____ **SDS:** Demonstration of electronic access to Safety Data Sheet repository.
- _____ **Laboratory Standard Operating Procedures (SOPs):** Review of SOP locations, required approvals and signature of understanding for each SOP.
- _____ **Chemical Inventory:** Access and use of inventory system (Cibr-trac).
- _____ **Chemical Processes:** Identification of areas requiring specific SOPs.
- _____ **Reporting:** Safety Concerns, Near-Misses notification to Supervisor or PI.
- _____ **Hazard-Specific Safety Training:** Determine additional courses needed. Enroll

in courses.

Authorizations:

- o Radiation Use Authorization-Submit a Radioisotope User Enrollment form
- o Laser Use Authorization-
- q Controlled Substances-Submit a Personnel Screening Data Sheet (PSDS)
- q Animal Worker-
 - q Attend Orientation to Animal research and obtain card key
 - q Complete CITI Training
 - q Complete the LAOHP medical screening questionnaire
- q 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

| | |
|-----------------------|-----------|
| Print Your Name | Signature |
| PI Name and Signature | Date |