



Laboratory-Specific

Training

Information | Course Outline | Training Record

Instructions:

1. Complete the *Information* for all laboratory locations.
2. Provide training on the topics according to the *Course Outline* for each laboratory personnel member.
3. Document training on the *Training Record* and submit according to instructions on the bottom of the form.

Information

about this laboratory

1. Supervisor / Principal Investigator

Name:	
Location: <i>(Building, Room #)</i>	

2. Written Documents

Document	Location
Laboratory Manual	Online at http://ehs.ucr.edu under the <i>Programs</i> (Laboratory Safety)
Chemical Hygiene Plan	In the Laboratory Manual, and Online at http://ehs.ucr.edu under the <i>Programs</i> (Laboratory Safety)
Standard Operating Procedures (SOPs)	In the Laboratory Manual
Hazard Assessment and/or PPE Assessment Certification	In the Laboratory Manual
Safety Data Sheets	Online at http://www.ucmsds.com
Hazard Communication Program	Online at http://ehs.ucr.edu under the <i>Programs</i> (Safety/IH)
Fire Prevention Plan (FPP)	Online at http://ehs.ucr.edu under the <i>Programs</i> (Fire)
Emergency Action Plan (EAP)	Online at http://ehs.ucr.edu under the <i>Programs</i> (Emergency)
Emergency Procedures	Online at http://ehs.ucr.edu
Emergency Contacts	On the entrance door safety placard
Injury and Medical Treatment instructions	Online at http://ehs.ucr.edu
Injury and Illness Prevention Plan (IIPP)	In the Laboratory Manual, and Online at http://ehs.ucr.edu under the <i>Programs</i> (Safety/IH)
Training Records	Online at http://ehs.ucr.edu under the <i>Programs</i> (Training)
Chemical Inventory	Online at http://ehs.ucr.edu/hazardousmaterials/chemicalinventory
List of hazardous chemicals, biological, and radioactive materials present in the work area	On the entrance door safety placard, and Online at http://econtact.ucr.edu



3. Emergency / Safety Equipment

Equipment	Location
Personal Protective Equipment (PPE):	
Phone:	
First Aid Kit:	
Fire Extinguisher:	
Safety Eyewash:	
Safety Shower:	
Fire Alarm Pull Station:	
Spill Kit:	
Other: (e.g., chemical fume hoods, biological safety cabinets, glove boxes, gas cabinets, autoclaves, centrifuge, table saws, waste containers / hazardous waste accumulation areas, etc.)	