

LABORATORY SITE SPECIFIC TRAINING CHECKLIST

In accordance to *UCOP Policy: Lab Safety Training*, laboratory workers are required to receive a safety orientation specific to their unique laboratory work location and the processes common to their laboratory worksite. This checklist shall be performed and documented by the Principal Investigator or Supervisor on the first day the worker is granted access to or assigned work activities in the laboratory. All completed forms must be completed and maintained in the Laboratory Safety Manual.

Principal Investigator:
Name of Lab Worker:
Name of Trainer:
Date of Orientation:

Department:
Lab Worker Job Title:
Trainer Job Title:

	Training Topic
Prior to Starting Work	
<input type="checkbox"/>	Complete Laboratory Safety Fundamentals via http://ucrlearning.ucr.edu/
<input type="checkbox"/>	Complete Hazardous Waste Management via http://ucrlearning.ucr.edu/
<input type="checkbox"/>	Read and confirm your PI's Laboratory Hazard Assessment Tool (LHAT)
<input type="checkbox"/>	Review the Training Requirement matrix (Appendix 1), identify the courses to be completed, and complete all training courses prior to commencing work in laboratories.
Lab-Specific Safety Orientation	
Emergency Procedures	
<input type="checkbox"/>	Fire alarm pull station: Location of and demonstrate how to activate.
<input type="checkbox"/>	Fire extinguisher: Location of fire extinguisher(s).
<input type="checkbox"/>	Eye wash/safety showers: Location of and demonstrate how to activate.
<input type="checkbox"/>	First aid kits: Locations of and contents.
<input type="checkbox"/>	Phone: Locations of, phone dialing instructions and posting of '911' or 951-827-5222 dialing instructions
<input type="checkbox"/>	Emergency Procedures Poster: Locations of emergency procedure poster, and discuss actions for each of the scenarios listed.
<input type="checkbox"/>	Shelter-in-Place: Review procedures for securing the lab for shelter-in-place orders.
<input type="checkbox"/>	Primary and Secondary Routes of Egress: Walk both pathways to Emergency Assembly Area. Review evacuation procedures for disabled lab workers.
<input type="checkbox"/>	Emergency Assembly Area: Review lab gathering point and evacuation procedures.
<input type="checkbox"/>	Reverse 911: Enroll in campus emergency alert system. https://emergency.ucr.edu/ENS
Engineering Controls	
<input type="checkbox"/>	Chemical fume hoods: Demonstration of proper use and instruction on adjustable controls.
<input type="checkbox"/>	Biological safety cabinets: Demonstration of proper use and instruction on adjustable controls.
<input type="checkbox"/>	Chemical storage locations: Locations and segregation rules.
<input type="checkbox"/>	Other engineering controls (glove boxes, gas cabinets): Demonstration of proper use and instruction on adjustable controls. Describe:
<input type="checkbox"/>	Aircuity: Information the functionality of an aircuity building, purge button use and location, reporting to EH&S
Administrative Controls	
<input type="checkbox"/>	Laboratory Safety Manual (including Chemical Hygiene Plan): Location of and content description. https://ehs.ucr.edu/laboratory/CHP/currentchps
<input type="checkbox"/>	SDS: Demonstrate electronic access to Safety Data Sheet repository. https://ehs.ucop.edu/sds/#/

<input type="checkbox"/>	Laboratory Standard Operating Procedures (SOPs): Location of written SOPs, describe the required approval needed.
<input type="checkbox"/>	Identification of Chemical Processes/Areas that require specific SOP use.
<input type="checkbox"/>	Demonstrate how to report an injury/illness/incident to EH&S online (https://ehs.ucr.edu/) or by phone (951) 827-5528.
<input type="checkbox"/>	Review and document safety procedures for specific operations (e.g., UV light, laser, safe use of specialized equipment, high voltage equipment, confined space, etc.). Describe:
Personal Protective Equipment (PPE)	
<input type="checkbox"/>	Lab Coat: Ensure personnel obtain fitted lab coat as prescribed by the Lab Hazard Assessment from EH&S at no cost. Certain labs require flame resistant (FR) lab coats. Type: <input type="checkbox"/> White Barrier Coat <input type="checkbox"/> FR <input type="checkbox"/> Acid Apron
<input type="checkbox"/>	Eye Protection: Ensure personnel obtain a fitted pair of safety glasses from EH&S at no cost. For laboratory where goggles must be worn, ensure personnel obtain a pair of fitted chemical splash goggles from EH&S at no cost. Splash goggles must be of the type and adjusted accordingly to be worn comfortably and stay securely in place.
<input type="checkbox"/>	Gloves: Location of, knowledge to select the correct type and instructions on how to properly don and doff.
<input type="checkbox"/>	Other:
Waste Disposal	
<input type="checkbox"/>	Hazardous Waste Accumulation Area: Location and demonstration of proper labeling, proper storage requirements, and process to request pick-up.
Protocols and Authorizations	
<input type="checkbox"/>	Ensure that lab worker has been added to appropriate protocols and authorizations and has completed all relevant training: <ul style="list-style-type: none"> • Animal Use Protocol • Biological Use Authorization • Carcinogen Use Authorization • Controlled Substances Use Authorization • Laser Use Authorization • Radiation Use Authorization Refer to Research Approval and Training Requirement document (https://ehs.ucr.edu/sites/g/files/rcwecm1061/files/2019-07/Research Approval and Training Requirement final.pdf)

Principal Investigator Signature and Date:	
Lab Worker Signature and Date:	