



Course Outline

Topics and Objectives covered in this training

Information and Training

(from *Information about this laboratory*)

- Locate and review the details of **written documents** including:
 1. Laboratory Safety Manual
 2. Chemical Hygiene Plan
 3. Hazard Communication Program
 4. Injury & Illness Prevention Plan (IIPP)

- Complete the following **training requirements** before beginning work in the laboratory:
 1. Laboratory Safety Orientation*
 2. Laboratory-Specific training
 3. Other courses as determined by a training Needs Assessment*

*Available online at <http://ehs.ucr.edu/training>

- Locate and demonstrate safe use of **emergency / safety equipment** and nearest exits

Chemical Safety

(8 CCR 5191 and 5194)

- Determine which hazardous chemicals, biological, and radioactive materials are present in the work area.

Personal Protective Equipment (PPE)

(8 CCR 3380-3387)

- Demonstrate ability to use PPE properly

Standard Operating Procedures (SOPs)

- Review details of the written SOPs
- Acknowledge the contents, requirements, and responsibilities outlined in the SOPs
- Sign the SOPs that apply to the laboratory

Emergencies and Fires

Fire Prevention Plan (8 CCR 3221)

- Determine which fire hazards present in the work area

Emergency Action Plan (8 CCR 3220)

- Review the Injury & Medical Treatment instructions (flipchart)

Acknowledgment

By my signature below, I acknowledge the contents, requirements, and responsibilities outlined in this Laboratory-Specific training (including Standard Operating Procedures).

Laboratory Personnel

Date

Supervisor / Principal Investigator (PI)

Date



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.)	

