

Site-Specific Safety Orientation & Training for Laboratory Personnel

Name of Trainee:	PI/Lab Group:
Name of Trainer:	Date:

Initial	Topic	Action
EMERGENCY PROCEDURES		
	Fire Alarm Pull Station	Show location(s) and proper activation
	Eye Wash/Safety Showers	Show location(s), proper use and proper duration of use (10-15 minutes until emergency help arrives)
	Spill Procedures	Show location(s) of spill kit(s), SafetyNet #13 and #127 (if applicable), explain procedures. Trainee describe procedures
	First Aid Kit(s)	Location(s) and description of contents. Describe injury reporting requirements.
	Phone	Dialing instructions, "911" dialing instructions, bomb threat card .
	Emergency Response Guide	Location(s) of flipchart guide, discuss scenario actions
	Emergency Action Plan	Review Emergency Action Plan. Demonstrate paths to designated emergency assembly area for the lab. Review evacuation procedures for persons with a disability, if applicable.
	Warn Me	Enroll in UC Davis <i>Warn Me</i> emergency alert system.
ENGINEERING CONTROLS		
	Chemical Fume Hood(s)	Demonstration of proper use, instruction on adjustable controls, flow sensor and alarm, certification documentation, training requirements.
	Biological Safety Cabinet(s)	Demonstration of proper use, instruction on adjustable controls, certification documentation, training requirements.
	Chemical Storage Locations	Location(s) and segregation rules, volume limits (>10 gallons requires flammable liquid storage cabinet).
	Glove Box(es)	Demonstration of proper use, instruction on adjustable controls, requirements for use documentation.

Other	Describe in detail other engineering control(s).
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ADMINISTRATIVE CONTROLS

Campus Laboratory Safety Manual and Chemical Hygiene Plan	How to access and content description.
Department Safety Documents	IIPP, EAP, Medical Waste Management Plan (if needed) – How to access and content description
Lab-Specific Laboratory Safety Plan	Location and content description. Describe required approvals, laboratory safety rules and PI safety expectations.
Standard Operating Procedures	Location and content description. Areas/processes requiring specific SOP use.

PERSONAL PROTECTIVE EQUIPMENT

Determine hazard-specific PPE	Include new personnel into Lab Hazard Assessment Tool (LHAT) and assure review of hazard assessment and training. PPE can be obtained at Vet Med Central Stores.
Lab Coat	From LHAT recommendation, provide at no cost to the employee, properly fitted lab coat(s). Location for laundry drop off and pick up.
Eye Protection	From LHAT recommendation, provide at no cost to the employee, properly fitted safety eyewear. If prescription eyewear is indicated, provide request paperwork.
Gloves	Locations. Provide knowledge and resources to select correct type and fit. Instruct in proper procedure to don and doff
Other PPE	Detail additional PPE that may be required (e.g., cryogen handling).

Note: “properly fitted” means lab coat should fit comfortably in the shoulders, sleeve length, overall length, and across the chest. Should cover the tops of the thighs when seated. Eyewear should be comfortable to wear, fit close to the nose bridge and cheek.

OTHER

Hazardous Waste Management	Overview of laboratory hazardous waste procedures. Location(s) of accumulation area, demonstrate proper labeling, describe proper storage requirements, and detail pickup procedures.
Safety Data Sheets	How to access and content review
Specialized Equipment	Review of safety procedures for proper operation (e.g., UV light, lasers, high voltage equipment, high/low vacuum). Describe in detail.

Prior to completing this site-safety orientation and training checklist, all laboratory personnel must have successfully completed the "UC Laboratory Safety Fundamentals" online course. Completion of this training is required prior to personnel being granted unescorted access to the laboratory. This serves to satisfy components of the "University of California Policy – Laboratory Safety Training" and the "UC Davis Policy, PPM 290-50."

(Trainee Signature)

(Trainer Signature)