New Lab Worker Site Specific Safety Training Checklist

Revised: March 2021

TO BE COMPLETED BY THE PI/LAB SUPERVISOR AND LAB WORKER INCLUDING VISITORS

Prior to beginning work in any UCI laboratory, all researchers/laboratory workers should:

1. Obtain UCInetID: If you are not associated with UCI, you will need to register for a UCInetID. This username must be used as you move forward with the rest of your training.
   - https://www.oit.uci.edu/help/ucinetid/

   How to Obtain a UCI Employee Identification Card
   - https://portal.uci.edu/uPortal/p/webproxy-cms-file-view.ctf2/max/render.uP?pP_cmsUri=public%2FHumanResources%2FCompensation%2FhowToObtainEmployeeIDCard.xml

2. **UC Learning Training Modules:**
   - Go to http://uclc.uci.edu , click login and enter your UCInetID and password.
   - For UCI non-employees, click on Student & Affiliate Access Request Form and register your ID, **it will take at least 48 hours before you can use the site**.
   - Click on the "Learner" icon at the top of the page, click the "Campus" tab, and then click on "Safety Training Self-Assessment" in the blue bottom bar.
   - Go back to the home page and click on "Assigned Training" to view your required training.
   - Register and complete the required training(s).
     - Select the training you wish to complete.
     - Note: If a green Start arrow appears next to the name, select the arrow and begin the course
     - Select Register located underneath the Activity Details header. **This step is critical!**
     - If you have a choice of activity types, such as "ILT Course" versus "eCourse" ("Activity 1" arrow will be white):
     - Select the white space or the blue icon- not the name of the activity you prefer ("Activity 1" will now be colored)

   Note: For the status of each assignment, "Attended" and "Acquired" means the task is up-to-date while "Assigned" or "In progress- registered" means the task still needs to be completed.

3. Complete a **Safety Training Self- Assessment** after logging into the **UC Learning Center (**http://uclc.uci.edu) to identify your personalized safety training requirements and to register for classes. If working in a lab, please select the "Lab/Research/Clinical/ULAR" section. Complete the online **Laboratory Safety Fundamentals** and **Hazardous Waste** modules before working in the lab.
   - Fill out the questionnaire using the following recommended information:
     - For activities and environments that describe your work:
       - Select 'Hazardous Chemicals.'
       - Select 'Chemical and/or Biological Waste.
       - Select 'Formaldehyde' if you will be participating in euthanasia (must be 18+ years of age) or dissection work.

   Complete other training(s) assigned before working with the hazards requiring additional training.

4. Access and review the Laboratory Hazard Assessment Tool (LHAT), complete training, and obtain personal protective equipment (lab coats and protective eyewear) from EH&S.
   - Once the PI or Delegate has added you to the lab's LHAT roster:
     - Log into LHAT (https://app.riskandsafety.com/)
     - Log in using your UCI email address and password
     - Review and acknowledge the lab's hazard assessment
     - Complete the PPE Safety Training (6-minute training video and 10 question quiz)

www.ehs.uci.edu

        o   Request PPE using the Virtual PPE Fitting Form (Once PPE is issued, you will received an email notification with pick-up instructions)

5. Receive training on laboratory safety requirements and procedures specific for your laboratory and initial each component on this checklist. When all individual items are initialed, sign the completed document.

Work Unit Specific Training: The PI or Safety Representative will cover these topics with you:

Lab Specific Procedures

☐ **Chemical Hygiene Plan:** Identify the location of the plan and review its content (Signature Page Tab #6)
☐ **SDS:** Demonstrate access to Safety Data Sheets
☐ **Review Lab Safety Binder With PI or Lab Supervisor:** Review needed SOPs that will be associated with your work (i.e., sign Primary band SOPs, if required)
☐ **Laboratory Standard Operating Procedures (SOPs):** Review written chemical SOPs and required approvals. Sign each SOP to stipulate your understanding. (Tab #4 Lab Safety Binder)
☐ **Chemical Inventory:** Access and use of inventory system (CiBR-trac).
☐ **Chemical Processes:** Identify and review of processes requiring specific SOPs
☐ **Specific Operations/Equipment:** Understand safety procedures for potentially hazardous operations specific to your lab (e.g., UV light, lasers, high voltage equipment, confined spaces, autoclaves, cryostats, furnaces, pressure vessels, and other specialized equipment). Sign each applicable process SOPs to stipulate your understanding.
☐ **Reporting:** Learn how to report safety concerns, near-misses, and incidents

Authorizations and Protocol Review/ Modifications

☐ **Authorizations**: Ensure you have been added to appropriate protocols and authorization and/or approvals, including any relevant training.
☐ **Radiation Use Authorization:** Submit a Radioisotope User Enrollment form
☐ **Laser Use Authorization**
☐ **Controlled Substances:** Submit a Personnel Screening Data Sheet (PSDS) (must be 18+ years of age)
    ☐ **Controlled Substances Use Authorization (CSUA):** *If you are working with live animals and/or giving the animals controlled substances*, you will need to be added to the "controlled substances user authorization."
        ☐ In the UCLC, go to "Safety Training Self-Assessment" (STSA) and select the "controlled substances" for Research (not Clinical or Practitioner)
        ☐ Proceed to complete training
        ☐ Fill out Appendix 2A and send it to EH&S
        → https://www.ehs.uci.edu/research-safety/occupational-health/controlled-substances/_pdf/appendix_2a_psds_applicant_uci.pdf

☐ **Animal Worker:**
    ☐ Attend Orientation to Animal Research and obtain card key
    ☐ How to obtain a ULAR access Key: https://www.research.uci.edu/facilities-services/ular/ular-facility-access/index.html

- ☐ **Complete Online CITI Training Modules:** *If you are working with live animals* during your time in the lab, you will need to complete various CITI training modules.
    - → Go to https://research.uci.edu/compliance/animalcare-use/training-education/training-requirements.html
    - → Click on login via SSO.
    - → On the drop-down screen for Participating Institutions, choose the University of California, Irvine.
    - → Register *using your UCI user name (UCInetID) and email address (UCInetID@uci.edu).* Even if you have a separate email account, you will not be found in the system unless you use your UCI information.
    - → Proceed to complete the questionnaire and complete the required training modules.
    - → Select "Enroll in the UCI Lab Animal Welfare Course"
- **Complete ULAR Training:** If you are working with live animals during your time in the lab, you will need to take a classroom training course and animal facility tour with ULAR. https://www.research.uci.edu/facilities-services/ular/training/index.html
    - → Fill out the UCI Animal Care and Use Training Form https://research.uci.edu/facilities-services/ular/ular-forms/ular-training-form.pdf
    - ☐ **Complete the LAOHP medical screening questionnaire.**
        - → Go to https://services.adcom.uci.edu/fars/submitter/?form=laohp_online_survey
- ☐ **Institutional Biosafety Committee (IBC) protocol modification form:** PI or SR to add your name to the protocol(s) https://www.ehs.uci.edu/research-safety/biosafety/ibc/index.php
- ☐ **Institutional Animal Care and Use Committee (IACUC) Protocols:**
    If you are working with live animals during your time in the lab, you will be added to one or more of the PI's IACUC protocols once all of your training is completed. You **cannot** work with live animals until you are approved by IACUC. Once approved, it is your responsibility to be familiar with all information associated with experiments and procedures that you will be performing. https://research.uci.edu/compliance/animalcare-use/index.html
    - ☐ **IACUC Training Log**:
        If you will be working with live animals during your time in the lab, it is required by IACUC that you maintain an active training log. Each time you are trained on and learn a new procedure, log it in with the date completed and your initials and have Lab Manager initial under the "Supervisor" section.
- ☐ **Other Institutional Committee(s):**
    _____
    _____
    _____

Engineering Controls – demonstration of proper use and instruction on adjustable controls

- ☐ **Chemical fume hoods**
- ☐ **Biological safety cabinets**
- ☐ **Chemical storage locations:** Locations and segregation rules
- ☐ **Laboratory ventilation:** Pressure is slightly negative with respect to the hallway
- ☐ **Other engineering controls (glove boxes, gas cabinets):** Please describe:_____
    _____

Administrative Controls and Emergency Procedures

- ☐ **Eyewash/safety showers: Locate equipment and receive instructions on their use.**
- ☐ **Phone: Locate the phone. Receive 911-for-emergencies instructions**
- ☐ **Emergency procedures flipchart: Discuss actions for each scenario listed in the guide**
- ☐ **Shelter-in-place: Review shelter-in-place and emergency lab securing procedures**
- ☐ **Primary and Secondary Routes of Egress:** Walk both pathways to Emergency Assembly Area. Review disabled employee evacuation procedures
- ☐ **Emergency Assembly Area:** Review the lab's gathering point and evacuation procedures
- ☐ **ZOT ALERT:** Enroll in the emergency alert system at https://www.oit.uci.edu/zotalert/

Personal and Protective Equipment (PPE)

- ☐ **Specialized PPE**: Location, selecting the correct type of PPE and proper donning/doffing/storage.

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Waste Disposal and Training

- ☐ **Hazardous Waste Accumulation Area**: Demonstrate: Location, proper labeling, proper storage requirements, and process to request a pick-up
- ☐ **Hazardous Materials Incidents Emergency Procedures Training -** This is annual emergency procedure training for all campus employees handling hazardous materials. This training covers basic guidelines on hazardous materials incidents, emergency contacts.

Reproductive Health

- ☐ **EH&S Reproductive Health Program information**: https://www.ehs.uci.edu/research-safety/occupational-health/reproductive-health/index.php

Laboratory Worker/Researcher 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/Lab Supervisor/Safety Representative Name and Signature	Date

------------------------Place completed Checklist in Lab Binder, Tab #4. -------------------------