

Appendix B (Non-Mandatory) Laboratory Site Safety Orientation

Before completing this form all laboratory personnel need to have successfully complete the UC *Laboratory Safety Fundamentals* course

Initial	Training Topic
---------	----------------

Emergency Procedures

- | | |
|-------|--|
| _____ | Fire alarm pull station: Location of and demonstrate how to activate. |
| _____ | Eye wash/safety showers: Location of and demonstrate how to activate. |
| _____ | First aid kits: Locations of and contents. |
| _____ | Phone: Locations of, phone dialing instructions and posting of '911' dialing instructions. |
| _____ | Emergency Procedures Guide: Locations of flipchart, and discuss actions for each of the scenarios listed. |
| _____ | Shelter-in-Place: Review procedures for securing the lab for shelter-in-place orders. |
| _____ | Primary and Secondary Routes of Egress: Walk both pathways to Emergency Assembly Area. Review evacuation procedures for disabled employees. |
| _____ | Emergency Assembly Area: Review Lab gathering point and evacuation procedures. |
| _____ | Reverse 911: Enroll in campus emergency alert system. |

Engineering Controls

- | | |
|-------|---|
| _____ | Chemical fume hoods: Demonstration of proper use and instruction on adjustable controls. |
| _____ | Biological safety cabinets: Demonstration of proper use and instruction on adjustable controls. |
| _____ | Chemical storage locations: Locations and segregation rules. |
| _____ | Other engineering controls (glove boxes, gas cabinets): Demonstration of proper use and instruction on adjustable controls Describe: |

Administrative Controls

- | | |
|-------|---|
| _____ | Laboratory Safety Manual (including Chemical Hygiene Plan): Location of and content description. |
| _____ | SDS: Demonstrate electronic access to Safety Data Sheet repository. |
| _____ | Laboratory Standard Operating Procedures (SOPs): Location of written SOPs, describe the required approvals needed. |
| _____ | Identification of Chemical Processes / Areas that require specific SOP use. |
| _____ | Determine additional Hazard-Specific Safety Training courses needed. Enroll in courses. |

Personal Protective Equipment

- | | |
|-------|---|
| _____ | Lab Coat:
Provide at no cost a fitted lab coat. Certain labs require flame resistant lab coats
Type: <input type="checkbox"/> FR <input type="checkbox"/> Normal Size: _____ |
| _____ | Eye protection: |

University of California Policy LabSafetyTraining
Laboratory Safety Training

Provide at no cost a fitted pair(s) of safety glasses. Safety glasses must be of the type and adjusted accordingly to be worn comfortably and stay securing in place. For laboratory where goggles must be worn provide pair(s) of fitted chemical splash goggles.

Corrective Prescription Y/N Model: _____

_____ **Gloves:**

Location of, knowledge to select the correct type and instructions on how to properly don and doff.

_____ Other:

Waste Disposal

_____ **Hazardous Waste Accumulation Area:** Demonstrate Location, proper labeling, proper storage requirements, and process to request pick-up.

Other

_____ Understands safety procedures for specific operations (e.g., UV light, laser, safe use of specialized equipment, high voltage equipment, confined space, etc.). Describe: