

Department of Electrical and Computer Engineering Site-Specific Safety Orientation & Training for New Laboratory Personnel

Prior to completing this site safety orientation and training, all laboratory personnel must have successfully completed the [UC Laboratory Safety Fundamentals](#) 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 UC Davis policy [PPM290-56](#).

I, _____, confirm receipt of training on the listed topics on
(print name, trainee)

_____ from _____. All of my questions regarding
(date) (print name, trainer)

this material have been answered. Topics have been initialed, or marked with an “X” where not applicable.

(signature, trainee)

(signature, trainer)

Initial	Topic	Action
EMERGENCY PROCEDURES		
	Fire Alarm Pull Station:	Show location(s) and proper activation.
	Eye Wash / Safety Showers:	Show location(s) and proper operation.
	Spill Procedures	Show location of spill kit(s), SafetyNets #13 and #127 (if applicable), and describe procedures.
	First Aid Kits:	Location(s) and description of contents.
	Phone:	Location(s), detail 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 both paths to Emergency Assembly Area
	Warn Me:	Enroll in UC Davis Warn Me emergency alert system, recommend registering cellular phone number. https://warnme.ucdavis.edu/
ENGINEERING CONTROLS		
	Chemical Fume Hood(s):	Demonstration of proper use, instruction on adjustable controls, flow sensor function, and training requirements.
	Biological Safety Cabinet(s):	Demonstration of proper use, instruction on adjustable controls and training requirements.
	Chemical Storage Location(s):	Location(s) and segregation rules, volume limits (>10 gallons requires flammable storage cabinet).
	Compressed Gas Cylinders:	Storage locations, regulators, transport, safety considerations
	Glass Waste Containers:	Locations. What may/may not go into containers

ADMINISTRATIVE CONTROLS

Laboratory Safety Manual (incl. Chemical Hygiene Plan):	Location and content description. Also, any applicable Laboratory Safety Plan(s) location and content.
Safety Data Sheets (SDSs):	Demonstrate electronic access and describe laboratory repository of hard copy SDSs, if applicable
Standard Operating Procedures (SOPs):	Location of lab's SOPs, describe required approvals. Identification of chemical processes / areas requiring specific SOP use, and laboratory safety rules.

PERSONAL PROTECTIVE EQUIPMENT

Determine Hazard-Specific Safety Training:	Consult UC Davis Training Matrix for Laboratory Personnel , enroll in courses
Lab Coat:	Provide at no cost fitted laboratory coats. Some labs/hazards require flame resistant coats. <ul style="list-style-type: none"> • Type: <input type="checkbox"/> Cotton/Blend <input type="checkbox"/> Barrier <input type="checkbox"/> Flame Resistant Size: _____
Eye Protection:	Provide at no cost pair(s) of safety eyewear. Glasses must fit appropriately, be comfortable to wear, and stay securely in place. For labs where goggles must be worn provide pair(s) of fitted chemical splash goggles. When a face shield is required, demonstrate proper use, care and storage.
Gloves:	Location(s), provide knowledge and resources to select correct type. Instruct proper procedure to don and off.

OTHER

Department IIPP:	Location and review: Injury & Illness Prevention Plan (IIPP)
Hazardous Waste:	Overview of laboratory hazardous waste procedures. Location(s) of accumulation area, demonstrate proper labeling, describe proper storage requirements, and detail pickup/removal procedures.
Specialized Equipment:	Review of safety procedures for proper operation. <i>e.g.</i> , UV light, laser, high voltage equipment, autoclave , cryogen handling, high/low vacuum, etc...
Describe in detail: _____ _____ _____	

LAB RULES & ETIQUETTE

- Food and drink are never allowed in the lab
- Full length pants (or equivalent) and closed toe/heel shoe attire must be worn at all times by all workers who are occupying or entering a laboratory/technical area. The area of skin between the pants and shoe should not be exposed.
- Notify the lab manger in advance if you want to bring a guest into the lab. Guests must be escorted at all times and adhere to all lab policies including wearing proper attire and protective equipment
- Do not prop open lab doors. A closed lab door provides a temporary fire barrier, prevents unauthorized entry and maintain proper ventilation
- Do not share your lab access key
- Any container (beaker, flask, wash bottle, etc.) that is not empty must be **clearly labeled as to its contents**. This includes water, liquid soap, and all chemicals.