

**Site-Specific Safety Orientation & Training for New Laboratory Personnel**

Revised – 01/2019

Prior to completing this site safety orientation and training, all laboratory personnel must work with EH&S to determine which training courses need to be completed before laboratory work is started. Completion of this training is required prior to personnel being granted unescorted access to the laboratory.

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. Alternatively a sign-in sheet may be attached, with topics initialed by the trainer

\_\_\_\_\_  
(signature, trainee)

\_\_\_\_\_  
(signature, trainer)

<b>Initial</b>	<b>Topic</b>	<b>Action</b>
<b>EMERGENCY PROCEDURES</b>		
	<b>Fire Alarm Pull Station:</b>	Show location(s) and proper activation.
	<b>Eye Wash / Safety Showers:</b>	Show location(s) and proper operation.
	<b>Chemical Spill Procedure</b>	Show location of spill kit(s), and describe procedures.
	<b>First Aid Kits:</b>	Location(s) and description of contents.
	<b>Phone:</b>	Location(s), detail dialing instructions, ‘911’ dialing instructions, campus police
	<b>Emergency Action Plan:</b>	Review Emergency Action Plan. Demonstrate paths to Emergency Assembly Area. Review evacuation procedures for disabled employees if applicable.
	<b>Emergency Notification System (ENS):</b>	Enroll in the CSU Sacramento emergency alert system, recommend registering cellular phone number.
<b>ENGINEERING CONTROLS</b>		
	<b>Chemical Fume Hood(s):</b>	Demonstration of proper use, instruction on adjustable controls, flow sensor function, and training requirements.
	<b>Biological Safety Cabinet(s):</b>	Demonstration of proper use, instruction on adjustable controls and training requirements.
	<b>Chemical Storage Location(s):</b>	Location(s) and segregation rules, volume limits (>10 gallons requires flammable storage cabinet).
	<b>Other Controls (e.g., Glove Boxes, Snorkels, Gas Cabinets, Paint Booths, Laminar Flow Benches):</b>	Demonstration of proper use, instruction on adjustable controls.
	Describe in detail:	_____
		_____
		_____
		_____

**ADMINISTRATIVE CONTROLS**

<b>Chemical Hygiene Plan and any college, department, or lab specific policies or guidance documents:</b>	Location and content description.
<b>Safety Data Sheets (SDSs):</b>	Demonstrate electronic access and describe laboratory repository of hard copy SDSs, if applicable
<b>Standard Operating Procedures (SOPs):</b>	Location of lab's SOPs, describe required approvals. Identification of chemical processes / areas requiring specific SOP use, and laboratory safety rules.
Describe in detail:	
_____	
_____	
_____	
_____	

**PERSONAL PROTECTIVE EQUIPMENT**

<b>Determine Hazard-Specific Safety Training:</b>	Consult EH&S, enroll in courses
<b>Lab Coat:</b>	Provide at no cost fitted laboratory coats. Some labs/hazards require flame resistant coats. <ul style="list-style-type: none"> <li>Type: <input type="checkbox"/> Cotton/Blend <input type="checkbox"/> Barrier <input type="checkbox"/> Flame Resistant</li> </ul> Size: _____
<b>Eye Protection:</b>	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. <ul style="list-style-type: none"> <li>Corrective Prescription Y / N</li> </ul> Model: _____
<b>Gloves:</b>	Location(s), provide knowledge and resources to select correct type. Instruct proper procedure to don and doff.

**OTHER**

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