Site-Specific Safety Orientation & Training for New Laboratory Personnel

Revised – 01/2026

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) (date)

from _____. All of my questions regarding this material have been answered. Topics
(print name, trainer)

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)

Initial	Topic	Action
	EMERGENCY PROCEDURES	
	Fire Alarm Pull Station:	Show location(s) and proper activation.
	Fire Extinguishers	Show location(s) and proper use. May request online training through CSU Learn.
	Eye Wash / Safety Showers:	Show location(s) and proper operation.
	Spill Procedure	Show location of spill kit(s), and describe procedures. Review the **CSUS Chemical Hygiene Plan** for full procedures.
	First Aid Kits:	Location(s) and description of contents.
	Phone:	Location(s), detail dialing instructions, 9-1-1 and campus police direct line (916) 278-6000.
	Emergency Action Plan:	Review building specific Emergency Action Plans. Demonstrate paths to Emergency Assembly Area. Review evacuation procedures for disabled employees/students if applicable.
	Emergency Notification System (ENS):	Enroll in the CSU Sacramento emergency alert system, recommend registering cell phone number.
	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).
	Other Controls (*e.g.*, Glove Boxes, Snorkels, Gas Cabinets, Paint Booths, Laminar Flow Benches):	Demonstration of proper use, instruction on adjustable controls.
	Describe in detail:	

ADMINISTRATIVE CONTROLS	
Chemical Hygiene Plan and any college, department, or lab specific policies or guidance documents:	Location and content description. CSUS Chemical Hygiene Plan
Safety Data Sheets (SDSs):	Demonstrate electronic access (Risk & Safety Solutions) 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.
Describe in detail:	

PERSONAL PROTECTIVE EQUIPMENT	
Lab Coat:	Provide at no cost fitted laboratory coats. Some labs/hazards require flame resistant coats. ● Type: □ Cotton/Blend □ Barrier □ 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. ● Corrective Prescription: Y / N
Gloves:	Location(s), provide knowledge and resources to select correct type. Instruct proper procedure to don and doff.

OTHER	
IIPP:	Location and review (CSUS IIPP)
Determine EH&S required training:	Fill out the safety training request Form. Complete training on CSU Learn.
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.
Safety Suite online tools:	Add new personnel to roster in (Risk & Safety Solutions). Review and certify the lab hazard assessment.
Specialized Equipment:	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:	