

Trainee: _____

PI: _____

Employee Start Date: _____

SCIPP Laboratory-Specific Safety Training Checklist

Prior to beginning work with any hazardous materials in UCSC laboratories, all researchers must:

1. Complete mandatory EH&S Laboratory Safety Training
2. Read and understand the contents of the UCSC Lab Safety Manual (<http://ehs.ucsc.edu/lab-safety-manual/index.html>)
3. Know lab-specific facility safety features
4. Receive training on lab-specific processes and procedures, including SOP review and discussion

Facility Features

Know the location of facility safety features and understand the proper use of facility equipment.

Initial	Date	Learning Activity
_____	_____	Fire alarm pull stations and fire extinguishers
_____	_____	Nearest safety shower and eye wash
_____	_____	Emergency evacuation routes from lab and assembly point
_____	_____	Facilities systems, including house gas, compressed air, vacuum
_____	_____	Fume hoods, biosafety cabinets, or other local exhaust ventilation systems

Procedures and Documentation

Read and understand laboratory policies and procedures; know how to access safety-related information.

Initial	Date	Learning Activity
_____	_____	Complete EH&S Laboratory Safety Training (Initial)
_____	_____	Review the UCSC Laboratory Safety Manual and know how to access the manual from the lab (http://ehs.ucsc.edu/lab-safety-manual/index.html)
_____	_____	Know where to find the Safety Data Sheets (SDSs) for chemicals in the lab (http://ehs.ucsc.edu/programs/research-safety/msds.html)

Initial	Date	Learning Activity
_____	_____	Understand the lab policy regarding proper lab attire (long pants, closed-toe shoes) and personal protective equipment (PPE) (lab coat, safety glasses, protective gloves)
_____	_____	Know which materials, processes, and/or areas require additional PPE
_____	_____	Identify acceptable areas for food storage and consumption
_____	_____	Know proper storage of hazardous chemicals, including segregation by compatibility, secondary containment, and use of safe storage locations such as flammables and corrosives cabinets and proper labeling.
_____	_____	Review and discuss SCIPP SOPs for chemicals and processes used in the lab
_____	_____	Know proper procedures for collection, storage, and disposal of hazardous waste (http://ehs.ucsc.edu/programs/waste-management/hazwaste.html)
_____	_____	SCIPP Chemical Hygiene Plan - Review: http://scipp.ucsc.edu/info/SCIPP_Safety/CHP_Apr2012.pdf
_____	_____	Know how to report large or hazardous spills to obtain assistance and inform lab mates and others potentially at risk so they are protected from exposure.

By signing this document, I acknowledge that I have received training regarding each of the above items. I understand that it is my responsibility to know the hazards associated with the materials I use, and to protect myself and others from those hazards. In addition, I will strive to maintain awareness of peripheral or adjacent hazards, whether from others in the lab or from other lab groups. I acknowledge that safety is an inherent responsibility to which each member of the lab must commit. I also recognize that unsafe practices in the lab will not be tolerated.

 Name of Trainee (printed)

 Name of Trainer (printed)

 Signature of Trainee

 Signature of Trainer

 Today's Date

 Today's Date

Required	Initial	Date	Hazardous Materials
----------	---------	------	---------------------

_____	_____	_____	Liquid Nitrogen
_____	_____	_____	Flammable Liquids
_____	_____	_____	Lead
_____	_____	_____	EH&S Radioactive Materials
_____	_____	_____	SCIPP Specific Radioactive Materials Training
_____	_____	_____	Other _____
_____	_____	_____	Other _____

Required	Initial	Date	Laboratory Equipment
----------	---------	------	----------------------

_____	_____	_____	Lasers
_____	_____	_____	High Voltage Electronics
_____	_____	_____	Power Tools and/or Hand Tools
_____	_____	_____	Drill Press
_____	_____	_____	Soldering
_____	_____	_____	SCIPP Machine Shop
_____	_____	_____	Other _____

Other Training Needed? (Please Specify)