

General Safety Training Checklist

This training checklist consists the minimum safety training that the Principal Investigator, Lab Manager or Supervisor should go over with all individuals in the work area, please add on this sheet to other safety topics you covered with your lab worker. Please keep this training document in the work area's **safety training binder**.

(General Safety Issues)

- has read the “Injury and Illness Prevention Plan” (IIPP)
- knows the location of the First Aid Kit
- knows the location of Fire Extinguishers and Emergency Fire Alarm Pull Stations
- has been properly trained to perform lab duties and knows the hazards associated with each function (refer to appropriate “Job Safety Analysis”)
- has read the “Office Safety Checklist and Resource Guide” from EH&S
- has read the “Emergency Action Plan”
- knows the accident or injury response and reporting procedures.
- has already taken “UC Laboratory Safety Fundamentals” Training
- knows the location of the laboratory Chemical Inventory (printout from the most recent Chemical Inventory System update)
- knows the location of Emergency Eyewash Stations and Emergency Shower Stations
- has read the “Emergency Chemical Spill Procedure”, SafetyNet # 13
- knows the location of the Emergency Chemical Spill Kit
- has read the laboratory’s “Chemical Hygiene Plan”
- knows the location of the Material Safety Data Sheets (MSDS) or knows how to access them online
- knows the location of the laboratory specific Standard Operating Procedures (SOP’s), protocols, solution preparation recipes, etc.

(Animal Worker Related Issues)

- if there is any exposure to animals (direct or indirect), has enrolled in the UCD Occupational Health Monitoring Program (or at least initiated the process)
- has either signed up for or has already taken the “Animal Care and Use 101 (ACU 101) (if done, give date _____)
- has been properly trained in handling the animal(s) (or at least initiated the process)
- knows the zoonotic hazards that may be associated with the animal(s) this person will work on (reviewed the “Hazard Analysis Tool” information found at the EH&S website)
- has read the Animal Use Protocol

Note to Lab Managers and P.I.: you will need to write an amendment to your Animal Use Protocol to reflect the addition of new lab workers working under that protocol.

Name and Signature of Principal Investigator

Date

Name and Signature of Employee, Student, or Volunteer

Date