TRAINING NEEDS & DOCUMENTATION
BUILDING 570, ROOM 1101

Trainee's Name:

Supervisor's Name

I. On-site Safety Orientation

A. Emergency Procedures

- ☐ **UCSB Emergency Information Flip Chart:** location/purpose
- ☐ **Building Emergency Assembly Point and routes of exit** – see flipchart
- ☐ **Fire alarm pull station:** location and use
  Per SB County Fire and campus policy, all fires must be called in immediately, *even if the fire is out*
- ☐ **Emergency eyewash/shower:** location and use
- ☐ **First aid kits:** location and contents
  Please notify the lab manager if first-aid supplies are needed
- ☐ **Injury, Incident and Hazard Reporting Procedures:** Per campus policy, all *severe injuries* must be documented within 24 hours
  Severe Injuries:
  - Hospitalization
  - Amputation
  - Loss of an eye

  To report a severe injury:
  - Fill out an EH&S incident report form (link).
  - Call the UCSB report line: 1-877-682-7778

B. Engineering Controls

- ☐ NA ☐ **Chemical fume hoods:** Demo proper use and instructions on alarms/controls
- ☐ NA ☐ **Biological safety cabinets:** Demo proper use and instruct on alarms/controls
- ☐ NA ☐ **Chemical storage:** Locations of and segregation rules

C. Administrative Controls

- ☐ NA ☐ Laboratory safety manual
- ☐ NA ☐ Chemical Hygiene Plan
- ☐ NA ☐ [Material] Safety Data Sheets

D. Personal Protective Equipment

- ☐ **Closed toe shoes and long pants required to enter the laboratory**
- ☐ **Eye Protection**
- ☐ **Ear protection:** Location.
- ☐ NA ☐ **Gloves:** Location, knowledge to select correct type determined via LHAT (Laboratory Hazard Assessment Tool)
- ☐ NA ☐ **Lab Coat:** Location, required areas of use determined via LHAT (Laboratory Hazard Assessment Tool)
- ☐ NA ☐ **PPE:** proper fit and how to properly don/doff.

E. Waste Disposal

- ☐ Rubbish Bins and Recycling
- ☐ NA ☐ Sharps Waste Disposal: Demo labeling/storage/pickup
- ☐ NA ☐ Chemical Waste Disposal: Demo labeling/storage/pickup
- ☐ NA ☐ Biological Waste Disposal: Demo labeling/storage/pickup
- ☐ NA ☐ Radiological Waste Disposal: Demo labeling/storage/pickup

G. General Lab Practices

- ☐ Seek help/advice from the lab manager if you are unsure of what you are doing.
- ☐ Be alert do not work when tired.
- ☐ Do not eat in the lab you do not know what chemicals have been used in the lab.
- ☐ Protect surfaces, ensure work surfaces are protected from contamination and/or damage.
- ☐ Do not use broken equipment/tools, notify the lab manager of any damaged or defective equipment, machine, tool, or device.
- ☐ Do not leave any machine running unattended.
- ☐ **There is a limit to what can be done in the Lab**, ask for help if you are unsure about what type of work can be done.

Disregarding lab rules or working in an unsafe manner will result in suspension of lab privileges.

Lab worker acknowledgment

I have attended the *On-site Safety Orientation* for the Building 570, room 1101.

I understand that attending this orientation does not give me the ability or permission to use any machine or tool in the Lab. Furthermore, I acknowledge that there are many hazards associated with being in the Lab and I will do my utmost to work safe, obey the lab rules, and ask for assistance if I am unclear about the safety or operation of any task I undertake in the Lab.

Signature: _____ Date: _____

II. Required Training

Training Courses	Completion Date	Refresher Date
Fundamentals of Laboratory Safety Training (EH&S class LS01 or LS60)	_____	_____
Wind Tunnel use and operation	_____	_____
Wind Tunnel Dyno use and operation	_____	_____

III. Hazard Specific Training

A. Chemcial Hazards

Does the trainee use chemicals in the lab: ☐ Yes ☐ No

If yes: Lab-specific CHP/SOPs training date: _____

Trainer Initials: _____ Trainee initials: _____

B. Physical Hazards

	User:		Training Date	Trainer Initials	Comments
High Pressure vessels	☐ Yes	☐ No	_____	_____	_____
Gas Cylinder Use	☐ Yes	☐ No	_____	_____	_____
High voltage/basic electrical hazards	☐ Yes	☐ No	_____	_____	_____
High Temperature equipment	☐ Yes	☐ No	_____	_____	_____
Glassware handling	☐ Yes	☐ No	_____	_____	_____
Cryogenics	☐ Yes	☐ No	_____	_____	_____
Centrifuge	☐ Yes	☐ No	_____	_____	_____
Vacuum equipment	☐ Yes	☐ No	_____	_____	_____
Mechanical integrity	☐ Yes	☐ No	_____	_____	_____
Equipment w/ hazardous moving parts	☐ Yes	☐ No	_____	_____	_____
Ergonomics for Labs/Pipette Users	☐ Yes	☐ No	_____	_____	_____
Lasers	☐ Yes	☐ No	_____	_____	_____