

## Site-Specific Safety Orientation & Training for Laboratory Personnel

Prior to completing this site safety orientation and training, all laboratory personnel must have successfully completed General Laboratory Safety Training and RSS on-boarding. Completion of this training is required prior to personnel being granted unescorted access to the laboratory.

Topic	Action	PI Initials
<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>Spill Procedures:</b>	Show location of spill kit(s), review and describe procedures for clean up.	
<b>Phone:</b>	Location(s), detail dialing instructions, '911' dialing instructions, CSUN Emergency Procedures poster.	
<b>Emergency Response Guide:</b>	Location(s) DPS Poster, discuss scenario actions and responsibilities.	
<b>Department Emergency Action Plan:</b>	Review Emergency Action Plan. Demonstrate both paths to Emergency Assembly Area. Review evacuation procedures for disabled employees if applicable.	

<b>EMERGENCY PROCEDURES</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, labeling and volume limits.	
<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:		

<b>ADMINISTRATIVE CONTROLS</b>		
<b>Chemical Hygiene Program:</b>	Location and content description. Also, any applicable specific Laboratory Safety Plan(s) location and content.	
<b>Safety Data Sheets (SDSs):</b>	Demonstrate electronic access and/or describe laboratory repository of hard copy SDSs, as appropriate	
<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:		

**PROTECTIVE  
PERSONAL EQUIPMENT**

Provide at no cost fitted laboratory coats. Some labs/hazards require flame resistant coats.

- Type:  Cotton/Blend  Barrier  Flame Resistant

**Lab Coat:**

Size: \_\_\_\_\_

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.

**Eye Protection:**

Model: \_\_\_\_\_

- Corrective Prescription Y / N

**Gloves:**

Location(s), provide knowledge and resources to select correct type. Instruct proper procedure to don and doff.

**OTHER**

**Specialized Processes:**

Review of laboratory processes and conditions that are specifically unique to the lab. e.g., tissue sectioning, wet-mount slides, plasmid DNA Transfections, etc.

**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.

**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.

**Equipment failure contingency plans**

Overview of alternate laboratory procedures and processes should a foreseeable/unforeseeable shut down occur to equipment or campus. e.g. discuss alternate fume hood locations, fridges, powered equipment, etc.

Describe in detail:

I \_\_\_\_\_ confirm receipt of training on the listed topics on  
(print name, lab personnel)

\_\_\_\_\_ from \_\_\_\_\_. All of my questions regarding  
(date) (print name, PI)

this material have been answered. Topics have been initialed by me, or marked with an "X" where not applicable.

\_\_\_\_\_  
(signature, lab personnel)

\_\_\_\_\_  
(signature, PI)