UC Irvine
Environmental Health & Safety

Lab Safety Orientation Checklist

TO BE COMPLETED BY THE PI/LAB SUPERVISOR AND LAB WORKER, INCLUDING VISITORS

Prior to beginning work in any UCI laboratory, all researchers/laboratory workers need to complete:

1. Obtain UCInetID: If you are not associated with UCI, you will need to register for an UCInetID. This username will be needed to move forward with your training.
2. Complete UC Learning Training (UCLC):
   - For UCI non-employees, complete the Student & Affiliate Access Request Form for access (takes 24-48 hours).
   - Complete **Safety Training Self- Assessment** to identify your personalized safety training requirements. Select "Lab/Research/Clinical/ULAR" section and select your regular job activities.
   - Go back to the home page and select **Assigned Training** to view and complete your required training.
   - Complete the online **Laboratory Safety Fundamentals, Hazardous Materials Incidents Emergency Procedures, Fume Hood User and Hazardous Waste** modules before working in the lab.
   - Complete all other assigned training(s) before working with the hazards requiring additional training.

   Note: For the status of each assignment, "Attended" and "Acquired" means the task is up-to-date while "Assigned" or "In progress- registered" means the task still needs to be completed.
3. Complete Laboratory Hazard Assessment Tool (LHAT)
   - Review hazard assessment, complete training, and obtain personal protective equipment (lab coats and protective eyewear) from EH&S.
     - Once PI or Delegate adds you to the lab's LHAT roster:
       - Review and acknowledge the lab's hazard assessment (right hand side of screen)
       - Under Next Steps, complete the PPE Safety Training and the Laboratory PPE Request (you will receive an email when PPE is ready with pick-up instructions).
4. Receive training on laboratory safety requirements and procedures specific for your laboratory and initial each component on this checklist below. When all individual items are initialed, sign the completed document and place in your Lab Safety Binder.

Lab Specific Procedures

☐ Chemical Hygiene Plan: Identify the location of the plan on the EH&S website and review its content. Review and sign Chemical Hygiene Plan Overview (tab #6 of Lab Safety Binder).

☐ **Laboratory Standard Operating Procedures** (SOPs): Review and sign written SOPs to stipulate your understanding. (Tab #4 Lab Safety Binder). SOPs should be written for:

- ☐ **Chemicals:** Banded or individual chemical SOPs
- ☐ **Processes/Equipment:** commonly used and highest hazard processes or equipment (e.g., UV light, lasers, high voltage equipment, confined spaces, autoclaves, cryostats, furnaces, pressure vessels, and other specialized equipment).

☐ Chemical Inventory**:** Update inventory regularly and reconcile annually.

☐ Safety Date Sheets (SDS): Demonstrate access to Safety Data Sheets for chemicals.

Authorizations and Protocol Review/ Modifications

Ensure you have been added to appropriate protocols and authorization and/or approvals, including any relevant training. Use links below to access information and requirements that are related to your research.

☐ Radiation Use Authorization (RUA)

☐ Laser Use Authorization (LUA)

☐ Controlled Substances Use Authorization (CSUA)

☐ **Animal Research:** Those who work with live animals (or their tissues/products) may be exposed to zoonotic pathogens.

- ☐ Animal Use Protocols
- ☐ Enroll in the Laboratory Animal Occupational Health Program

☐ Biological Use Authorization (BUA):

Engineering Controls

- ☐ **Chemical fume hoods:** Discuss proper fume hood safety
- ☐ **Biological safety cabinets:** Discuss proper BSC safety
- ☐ **Chemical storage locations:** Locations and segregation rules
- ☐ **Laboratory ventilation:** Pressure is slightly negative with respect to the hallway
- ☐ **Other engineering controls (glove boxes, gas cabinets):**

Administrative Controls and Emergency Procedures

- ☐ **Emergency Equipment**: Locate eyewash/safety shower, fire ext., etc. and receive instructions on their use.
- ☐ **Phone:** Locate the phone. Receive 911-for-emergencies instructions
- ☐ Emergency Response Procedures**:** Discuss actions for each scenario listed
- ☐ **Primary and Secondary Routes of Egress/Assembly Location:** Walk both pathways to Emergency Assembly Area. Review disabled employee evacuation procedures.
- ☐ **Reporting:** Report injuries, incidents, safety concerns, and near-misses
- ☐ ZOT ALERT: Enroll in the emergency alert system at

Personal and Protective Equipment (PPE)

- ☐ **Specialized PPE**: Location, selecting the correct type of PPE and proper donning/doffing/storage.

Waste Disposal

- ☐ **Hazardous Waste**: Demonstrate: Location, proper labeling, storage requirements, and how to request a pick-up

Occupational Health

Those who are immunocompromised, ill, pregnant, or are planning to be pregnant may need to take additional precautions and are encouraged to confidentially consult with an Occupational Health provider or their personal physician before beginning their work. Contact EHS at occhlth@uci.edu for more information about available occupational health services.

☐ Campus occupational health services and programs, including those for reproductive health, immunocompromised researchers, work-related allergies (laboratory animal, latex), respiratory protection, and medical surveillance**:**

Laboratory Worker/Researcher Signature

I certify I have been provided with and understand the information in the Laboratory Site Safety Training Checklist. I understand I am responsible for adhering to all safety laws, rules, and regulations while working at UC Irvine.

Print Your Name	Signature
PI/Lab Supervisor/Safety Representative Name and Signature	Date

----------Place completed Checklist in Lab Safety Binder ----------