

Section:	Laboratory Safety Manual	Date of Issue:	2006.01.01
Part:	Orientation and Training	Issued By:	Environmental Health and Safety
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		Revised By:	AB, EO, MM FD

General and Site Specific Orientation

Reports to Managers/Laboratory Principal Investigators (PIs) are required to ensure that all laboratory personnel complete the general [Occupational Health & Safety Orientation](#) course and this site-specific health and safety orientation before the employee starts their normal job responsibilities.

Topic	Description	Date
Hazard Assessment and Control	<ul style="list-style-type: none"> Read and review the Laboratory Hazard Assessment and Control Form (HACF) specific to the laboratory. Tour the laboratory and discuss documented hazards and controls. 	
Laboratory Safety Manual	<ul style="list-style-type: none"> Locate and read the contents of Laboratory Safety Manual as they apply to your laboratory. 	
Laboratory Policies	<ul style="list-style-type: none"> Review and discuss the laboratory specific policies for Working Alone, After Hours Operations, and Unattended Operations as found in your Laboratory Safety Manual. 	
Standard Operating Procedures	<ul style="list-style-type: none"> Locate and discuss Laboratory Standard Operating Procedures (SOPs). 	
Chematix	<ul style="list-style-type: none"> Assign someone from lab to instruct the features of Chematix that apply. Review how to access Safety Data Sheets (SDS) and After Hours Contact information in Chematix. 	
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> Ensure that the employee is showed the location of PPE as identified in the HACF and is trained in correct use, care, limitations and maintenance. 	
Laboratory Safety Equipment	<ul style="list-style-type: none"> Locate and discuss the operation of emergency eyewash, shower, and hand washing sink. Locate and discuss operation of spill kit, first aid kit and emergency shut offs (if present). 	
Emergency Response	<ul style="list-style-type: none"> Locate and discuss the operation of fire extinguishers, fire alarm pull stations and two different points of egress. Identify the building evacuation Assembly Point for your location. 	
UC Emergency App	<ul style="list-style-type: none"> Discuss the UC Emergency App. 	

New Employee's Agreement:

I have reviewed, understand and agree to implement, as required, all topics discussed on the Site-Specific Orientation.

Employee (print)

Signature

Date

Reports to Manager/PI (print)

Signature

Date

Store training records in the Laboratory Safety Manual and retain for three years after person has left the University.

