

## EMPLOYEE SAFETY TRAINING CHECKLIST: LABORATORIES

Supervisor should file this form and update as needed

Under California law and campus policy, **supervisors must provide documented safety training for:** new employees; employees given new job assignments for which training has not previously been received; whenever new hazards are introduced, or are recognized. Training can be formal or informal, and individual or group-based. This is not a checklist of every possible safety issue, but should be considered guidelines. Questions should be directed to your Dept. Safety Representative (DSR), or EH&S (x-4899).

**Employee Name** \_\_\_\_\_ **Job Title** \_\_\_\_\_  
**Supervisor Name** \_\_\_\_\_ **Job Title** \_\_\_\_\_

**IMPORTANT: ALL/MOST OF THE SAFETY ISSUES IN THE TWO BOXES BELOW ARE COVERED AND DOCUMENTED FOR SUPERVISORS AT THE EH&S QUARTERLY LAB SAFETY CLASS, OR ONLINE EQUIVALENTS. IT IS STRONGLY RECOMMENDED THAT ALL LAB WORKERS ATTEND. USE THIS FORM ONLY FOR EMPLOYEES WHO HAVE NOT COMPLETED ONE OF THOSE EH&S ORIENTATIONS.**

Per OSHA, the safety-related issues below require documented training. To assist with this, most of the training items in this box are covered **for** supervisors in the **Online Employee Safety Responsibilities** (see EH&S Web address in footer – click on “Training Schedules”). Items covered online are denoted below by “Online Module”. **It is strongly recommended that supervisors and employees both go through their respective online modules before completing this form.**

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| <p><b>Health &amp; Safety Binder Items</b> (applies to all)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Health &amp; Safety Binder (function/location)</li> <li><input type="checkbox"/> Employee Rights and Responsibilities</li> <li><input type="checkbox"/> Department Emergency Operations Plan</li> </ul> <p><b>Injury and Illness Prevention Program Items</b> (applies to all)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Role &amp; Identity of Dept. Safety Representative (DSR)</li> <li><input type="checkbox"/> Location of written Department IIPP</li> <li><input type="checkbox"/> Hazard Reporting Form</li> <li><input type="checkbox"/> Function/location of Dept. Safety Bulletin Board</li> </ul> | <p><b>Location(s) of Information:</b></p> <ul style="list-style-type: none"> <li>Online Module; location: Dept. Safety Rep</li> <li>H&amp;S Binder &amp; Online Module</li> <li>H&amp;S Binder/Online Module/Bulletin Board</li> <li>H&amp;S Binder &amp; Online Module</li> <li>DSR &amp; Online Module</li> <li>H&amp;S Binder &amp; Online Module</li> <li>Online Module; location: inquire locally</li> </ul> |
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| <p><b>General Safety Issues</b> (if applicable)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> OSHA Lab Safety Standard (Chemical Hygiene Plan)</li> <li><input type="checkbox"/> Material Safety Data Sheets (chemical users)</li> <li><input type="checkbox"/> Personal protective equipment</li> <li><input type="checkbox"/> Ergonomics Program</li> <li><input type="checkbox"/> Fume hoods</li> <li><input type="checkbox"/> Fire extinguishers</li> <li><input type="checkbox"/> Emergency response (fire, hazmat, quake, injury etc.)</li> <li><input type="checkbox"/> Chemical Hazard Classes</li> <li><input type="checkbox"/> Compressed Gases</li> <li><input type="checkbox"/> Electrical Safety</li> <li><input type="checkbox"/> Cryogenics</li> <li><input type="checkbox"/> Hazardous Waste Disposal</li> <li><input type="checkbox"/> Biosafety (infectious agents)</li> <li><input type="checkbox"/> Campus smoking policy</li> </ul> | <p><b>Location(s) for Further Information:</b><br/>                 (* = “Chapter” of EH&amp;S Lab Safety Web site)</p> <ul style="list-style-type: none"> <li>*Chemical Safety</li> <li>* <a href="http://ehs.ucsb.edu">http://ehs.ucsb.edu</a></li> <li>*Eyewear, Gloves &amp; Respirators</li> <li>Dept Ergonomic Evaluator/Business Servs.</li> <li>*Chemical Safety</li> <li>*Emergency Response</li> <li>*Emergency Response</li> <li>*Chemical Safety</li> <li>*Physical Hazards</li> <li>*Physical Hazards</li> <li>*Physical Hazards</li> <li>*Physical Hazards</li> <li>*Chemical Waste</li> <li>*Biosafety</li> <li>No smoking in campus bldgs. (see EH&amp;S Web site for complete policy)</li> </ul> |
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**Other Applicable/Local Safety Training** (note subject and trainer)

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*I understand this training and agree to comply with safe work practices.*

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Supervisor's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date