Guidelines for Managing Safety Aspects of Laboratory Intern Workers

Under UC policy and per Cal-OSHA regulations, all lab workers (including interns) are required to meet training and personal protective equipment (PPE) requirements. It is the lab supervisor's responsibility to ensure compliance. There are generally personnel in each research group who are already familiar with how to integrate new workers into the training and PPE programs. Intern program coordinators and EH&S help facilitate/communicate the process and provide PPE if needed.

SAFETY TRAINING

Fundamentals of Laboratory Safety Training - can be completed live, OR online.

• Live Training: This is preferred over online training. Interns go through an abbreviated version of the live training as offered by EH&S. Contact the following well in advance to schedule this: Hector.acuna@ucsb.edu

• Online Training: To access the training, the worker needs a UCSB NetID, or temporary NetID (see process below for obtaining a NetID). Note that if intern is paid (not a stipend) they must be entered into UC PATH before they have access to the training. The NetID is used to access the UC Learning Center.   To find the training, search on "LS 60" (Fundamentals of Laboratory Safety). Alternatively, the intern's mentor could log into the Learning Center on their account and have the intern complete the training, but must be manually documented on the intern's TNA (see below).

Laboratory-specific Training
The Training Needs Assessment (TNA) form functions as both a reminder of the general types of lab specific issues that should be trained to, but also serves as a good place to document that training. For most labs, the first page of the TNA ("day-one orientation") and the lab's Chemical Hygiene Plan noted on the third page are the key components to cover.

Personal Protective Equipment (PPE)

There are three basic steps that need to be completed to meet Cal-OSHA requirements and UC policy:

A. a new worker must review the Laboratory Hazard Assessment Tool (LHAT)data for their lab which
   describes the PPE needed there;
B. they must receive documented training on the proper use and limitations of the PPE;
C. obtain the appropriate and well-fitted PPE; note that PPE should be returned at end of intern's term

Step A: Most easily completed by having the intern review the assessment with their mentor, either a hard copy, or look at it together online in the LHAT. They should note particularly the PPE requirements for that lab. The review should be documented on the TNA noted above. Or, if the worker has a UCSB NetID they can then view the LHAT for their lab, after they have been added to the LHAT lab roster by the supervisor, or their designee. Their review will automatically be documented doing it this way.

Step B: Most easily completed by intern attendance at the live training above. Or, if the intern has been added to the LHAT roster of their lab group, they can view a PPE-use training video within LHAT.

Step C: If the intern's lab has extra PPE of the proper type (example: flame-resistant lab coat if required by the LHAT) and it is well-fitted to the individual, then document this on pg. 1 of the TNA. Or, some intern programs organize a mass PPE-fitting session for lab coats and eyewear. They will document the process. Contact EH&S if you wish to pursue a mass-fitting event.

Interns Who Are Minors

Most laboratory interns are not minors (under 18 years old). However, if an individual is a minor, they fall under the UC Minors in Laboratories and Shops Policy. Policy FAQs. There are restrictions and procedures associated with minors working in labs or shops. Intern program coordinators and lab supervisors/mentors need to be aware of the policy and implement its provisions.

Obtaining a Temporary UCSBNet ID (usually NOT done for interns - see above)

External users are not affiliated with UCSB and therefore will have to get a temporary UCSBNet ID to complete safety training through the UC Learning Center (LC), or directly access the LHAT. There is a method for external users to obtain a temporary UCSB NetID (http://www.identity.ucsb.edu/customers/affiliates/) via the steps below. Generally, the intern coordinator needs to "sponsor" individuals by contacting the NetID program on their behalf.

1. To request a temporary UCSBNet ID. Provide the following information in your request:

 - Affiliate Type: Academic Affiliate/Guest

 - First Name:
 - Last Name:
- Birthdate:
 - E-Mail Address:
 - Sponsor Department Code:

2. You will receive an email with a unique "Annex Locator" token. Be sure to save the Annex Locator tokens, as they may be needed for future Identity Manager sessions.

3. Go to the Identity Manager site (https://im.ucsb.edu/idm/manage) and choose "An Affiliate of the University" and sign-in using your Annex Locator.

4. Once signed-in you may select a UCSBnetID, passwords and security questions.

Enrolling in the Learning Center Safety classes with Temporary UCSBNet ID:

Once you receive the netID, the LC is accessed at: https://www.learningcenter.ucsb.edu/. All external industrial or academic researchers (and most undergraduates) will fall into the Non-employee login category. For assistance email info@learningcenter.ucsb.edu.

To find the course, use the "Search" function by entering "LS 60" (online) or "LS 01" (live). Enroll and take training and quiz.

IMPORTANT: Please print out either the Certificate of Completion or save the email you receive from the Learning Center confirming your attendance.