

**LABORATORY WORKER SAFETY:
TRAINING NEEDS ASSESSMENT and DOCUMENTATION**

(completion and filing of this form for each supervisee is the responsibility of the laboratory supervisor)

Instructions: under CA law and UC policy, lab supervisors are responsible for ensuring that their workers have received **documented safety training**. Particularly, for: new employees; employees given new job assignments for which documented training has not previously been received; whenever new hazards are introduced, or recognized. Training can be formal or informal, and individual or group-based. This form serves *two* purposes relative to the above requirements:

1. A place to complete a **“Training Needs Assessment”** for each supervisee to first identify what training is appropriate for that individual. A formal assessment is required per the 2013 [UC policy: Laboratory Safety Training](#)
2. A place to **document the training** as it is completed.

Laboratory Worker Name: _____ **Supervisor Name:** _____

1. On-Site Laboratory Safety Orientation (“day-one orientation”, per UC policy)

A. Emergency Procedures

- | <u>Topic Covered</u> | <u>Training Topic</u> |
|--------------------------|--|
| <input type="checkbox"/> | UCSB Emergency Information Flipchart: location/purpose – posted in every lab |
| <input type="checkbox"/> | Fire alarm pull station: Location of and how to activate |
| <input type="checkbox"/> | Emergency eyewash/shower: Location of and how to activate |
| <input type="checkbox"/> | First aid Kits: Locations of and contents |
| <input type="checkbox"/> | Building Emergency Assembly Point and routes of exit – see last pg. of Flipchart |
| <input type="checkbox"/> | UCSB Alert System (optional emergency texting system): purpose and enrollment process |

B. Engineering Controls

- | | |
|---|--|
| <input type="checkbox"/> NA: <input type="checkbox"/> | Chemical fume hoods: Demo proper use and instruct on alarms/controls |
| <input type="checkbox"/> NA: <input type="checkbox"/> | Biological safety cabinets: Demo proper use and instruct on alarms/controls |
| <input type="checkbox"/> NA: <input type="checkbox"/> | Chemical storage: Locations of and segregation rules |
| <input type="checkbox"/> NA: <input type="checkbox"/> | Other engineering controls: glove boxes, gas cabinets, etc. – demo proper use |
- Describe: _____

C. Administrative Controls

- | | |
|---|---|
| <input type="checkbox"/> NA: <input type="checkbox"/> | Laboratory Safety Manual and Chemical Hygiene Plan: location & contents. See also pg. 3: Chemical Hazards. |
| <input type="checkbox"/> NA: <input type="checkbox"/> | (Material) Safety Data Sheets: Demo electronic or hard copy access to repository |

D. Personal Protective Equipment

- | | |
|---|---|
| <input type="checkbox"/> NA: <input type="checkbox"/> | Lab coat and Eye protection: UC provided/fitted starting 2/14. Proper PPE will be determined and authorized via online <i>Laboratory Hazard Assessment Tool (LHAT)</i> |
| <input type="checkbox"/> NA: <input type="checkbox"/> | Prescription safety glasses provided: Via optometrist (over-the-glasses goggles are another option) |
| <input type="checkbox"/> NA: <input type="checkbox"/> | Gloves: Provided by lab. Location of, knowledge to select correct type and how to properly don/doff. |
| <input type="checkbox"/> NA: <input type="checkbox"/> | Other PPE: Lab provided. Describe: _____ |

E. Waste Disposal

- | | |
|---|---|
| <input type="checkbox"/> NA: <input type="checkbox"/> | Chemical/Biological/Radiological/Sharps Disposal: Demo labeling/storage/pickup |
|---|---|

F. Other

- | | |
|---|-----------------|
| <input type="checkbox"/> NA: <input type="checkbox"/> | Describe: _____ |
|---|-----------------|

Lab worker acknowledgement: I have been trained on, or provided with, all the above that are applicable to my work.

Lab worker signature: _____ **Date:** _____

Supervisor, or designated trainer signature: _____ **Date:** _____

2. Formal Training Classes Offered by EH&S

For those individuals doing the research noted below, the trainings noted are mandatory per regulation and/or campus policy. EH&S regularly offer these baseline trainings or refreshers. Where needed they should be augmented by training at the lab level. For example, training on the specifics of the lab’s Biological Use Authorization, or Radiation Use Authorization. A place to document both lab-level and centralized training is provided here.

Training Courses	Training Needed (circle Y/N)	EH&S Training Date	EH&S Refresher Date	Lab level training date	Worker Initials	Trainer Initials
Radioactive Isotope User ¹ :	Yes or No					
X-ray Equipment User ² :	Yes or No		NA			
Biosafety Level II User ¹ :	Yes or No		NA			
Bloodborne Pathogens User ¹ :	Yes or No					
Aerosol Transmittable Disease User ¹ :	Yes or No					
Autoclave User ¹ :	Yes or No		NA			

Footnotes: 1. Enroll via UC Learning Center (learningcenter.ucsb.edu), 2. See EH&S Radiation Safety website

3. Safety Training by/at the Laboratory for “Hazardous Operations”

There is no definition of what constitutes a “hazardous operation”, but common sense and what a reasonable person would expect should be employed in defining a local training program. Below are suggestions for hazards that are probably in this category. This is not a comprehensive list.

Noted below are training tools such as your OSHA-required Chemical Hygiene Plan, the *Prudent Practices in the Laboratory* book and numerous online trainings. Those resources can supplement **hands-on training/mentoring in the laboratory setting** which is necessary, both initially and as new hazards/operations are encountered. The tools noted below should be used as a reference during this mentoring to ensure that the details of the process or procedure are communicated completely and accurately. Such on-going training can most easily be documented via a brief note by the mentor in the trainee’s lab notebook citing the subject, date/time and followed by the mentor’s signature. For group-based training, can use a simple sign-in sheet with the topic, date and mentor noted.

Chemical Hazards

Chemical User: Yes____ No____

Train on location and contents of the lab’s *OSHA Chemical Hygiene Plan* and laboratory-specific section of Plan. Most importantly, the chemical **Standard Operating Procedures** for that lab.

Lab-specific CHP/SOP Training date:_____ Trainer initials: _____ Worker initials:_____

Supplemental online training* on chemical hazards are found as noted below under “Supplemental Training Resources”.

Physical Hazards – suggested training topics for in-lab training, and/or training via online modules*

	User:		Training		
	Yes	No	Date	Trainer	Comments
• High Pressure vessels*	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
• Gas Cylinder Use*	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
• High voltage/basic electrical hazards*	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
• High Temperature equipment	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
• Glassware handling*	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
• Cryogenics*	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
• Centrifuge*	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
• Vacuum equipment*	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
• Mechanical integrity*	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
• Equipment w/ hazardous moving parts	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
• Ergonomics for Labs/Pipette Users*	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
• Lasers	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
• Other_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
• Other _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

Biological Hazards – suggested training topics for in-lab training, and/or training via online modules*

	User:		Training		
	Yes	No	Date	Trainer	Comments
Biosafety cabinet use *	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
Biological Hazards*	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
Other:_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
Other_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

Supplemental Training Resources

There are a number of *online training modules* to supplement in-lab training. Topics above marked with a * have an associated online training and are found at [click here](#). EH&S makes no guarantees as to the accuracy, applicability and availability of these external trainings. Most online training completion is not automatically documented and must be done manually above, or elsewhere. Another valuable *free* training resource is: [Prudent Practices in the Laboratory](#) by the National Research Council.