

Laboratory Training Needs Assessment Form

Instructions: Supervisors are required by law to ensure that their workers have received **documented safety training**. In particular training is required for new employees, new job assignments, and new hazards. Training can be formal or informal, and individual or group-based. This form serves as:

1. A **“Training Needs Assessment”** for each supervisee as required per the [UC Laboratory Safety Training Policy](#)
2. A place to **document the training** as it is completed.

Completion and filing of this form is the responsibility of the laboratory supervisor.

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 |
| <input type="checkbox"/> | Injury, Incident and Hazard Reporting Procedures |

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: Proper PPE will be determined and authorized via the online ASSESSMENT tool. |
| <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 Waste Disposal: Demo labeling/storage/pickup |
| <input type="checkbox"/> NA: <input type="checkbox"/> | Biological Waste Disposal: Demo labeling/storage/pickup |
| <input type="checkbox"/> NA: <input type="checkbox"/> | Radiological Waste Disposal: Demo labeling/storage/pickup |
| <input type="checkbox"/> NA: <input type="checkbox"/> | Sharps Waste 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. All listed trainings are available online at the [UC Learning Center](#). 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
Radiation Safety for Users of Radioactive Materials:	Yes or No					
Radiation Producing Machines:	Yes or No		NA			
LASER Safety (Class 3b-4):	Yes or No		NA			
Biosafety Level II Handling Practices, Bloodborne Pathogens and Medical Waste:	Yes or No					
Aerosol Transmissible Disease:	Yes or No					
UCSB Controlled Substances:	Yes or No					
Autoclave Safety:	Yes or No		NA			

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

Hands-on training/mentoring in the laboratory setting is necessary, both initially and as new hazardous operations are encountered. There is no definition of what constitutes a hazardous operation. However, below are suggestions for hazards that are probably in this category. This is not a comprehensive list.

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: _____

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

	User:		Training		
	Yes	No	Date	Trainer	Comments
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

NOTE: A valuable a free resource for lab safety information and training is [Prudent Practices in the Laboratory](#) by the National Research Council