Center for Neuroscience

Office, Lab and Vivarium Safety Checklist for New Personnel Revised 4/3/2018

This checklist contains some of the requirements that the Lab Manager or the Principal Investigator will use to train the new lab worker. **Please return this checklist to Lisa Laughlin once it has been completed and signed by the PI.**

All documents not handed directly to you are located on the website:

## <https://cnssafety.ucdavis.edu>

Information links on this form can be found directly at:

[**https://cnssafety.ucdavis.edu/office-and-lab-safety-checklist**](https://cnssafety.ucdavis.edu/office-and-lab-safety-checklist)

(Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ working in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ lab:

# General Safety

must be at least 18 years old

has completed the [**volunteer form**](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/Volunteer-form_fillable_0.pdf)and [**Oath of Allegiance**](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/upay-585_1.pdf)or has completed CNS employment paperwork

has completed the [**CBS Network Security Policy**](https://cbsapps.ucdavis.edu/NetworkPolicy/) **(**[**PDF version**](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/CBS%20Network%20Policy_0.pdf)**)**

 has passed the **“Livescan” background check** with Campus Police. [**Background check** **information and appointment booking**](http://police.ucdavis.edu/divisions_services/support_services/livescan.html) and [**CNS Background check form**](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/Background%20check%20authorization_form.pdf)found at these links.

has read the [**“Injury and Illness Prevention Plan” (IIPP)**](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/CNS_IIPP_2018_signed%20with%20appendices.pdf)

has read the [**“Emergency Action Plan”**](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/CNS_EAP2017.pdf)and the [**“Emergency Response Guide”**](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/2.5-Emergency-Response-Guide-010813.pdf)

has read the [**“Job Safety Analysis for Office Workers”**](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/Job%20Safety%20Analysis%20Office%20Workers%202018_appB1.pdf)

has successfully completed the online course [**“Hazard Communication Program”**](https://safetyservices.ucdavis.edu/training/hazard-communication)

has read [**Safety Net # 148- Office Safety and Training**](https://safetyservices.ucdavis.edu/safetynet/office-safety-and-training)(document that this has been done)

has been properly trained to perform his or her **lab duties** and knows the **hazards** associated with each function – review lab/workplace safety binder, perform lab/workplace specific safety training.

knows the location of the **First Aid Kit**

knows the location of **Fire Extinguishers** and **Emergency Fire Alarm Pull Stations**

knows the accident or injury response and reporting procedures (refer to the [**hazard-specific injury or exposure protocol**](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/InjuryProtocol_2017_1.pdf))

Signed up for [**UC Davis “Warn Me”**](https://warnme.ucdavis.edu/)for emergency notification

has successfully completed the online course [**“Lab Safety for Support Personnel”**](https://safetyservices.ucdavis.edu/training/lab-safety-support-personnel)if performing ancillary lab tasks such as delivering packages, or chemicals or performing non-lab related duties (IT work) within a “wet” lab

# Safety in Wet Labs

 if there is any exposure to animals (direct or indirect), has enrolled in the [**UCD Occupational Health Monitoring Program**](http://safetyservices.ucdavis.edu/article/occupational-health-surveillance-system-ohss) **through** [**Occupational Health Services**](http://safetyservices.ucdavis.edu/categories/occupational-health)

has successfully completed the online course [**“UC Laboratory Safety Fundamentals”**](http://safetyservices.ucdavis.edu/training/uc-laboratory-safety-fundamentals)

has either signed up for or has already taken the [**SOM Laboratory Safety Training with Diane Hoffmann**](http://cnssafety.ucdsitefarm.acsitefactory.com/sites/g/files/dgvnsk981/files/inline-files/2018_Laboratory-Safety-Training-Dates.pdf)(if done, give date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

has taken either the [**“Biosafety Level 1”**](http://safetyservices.ucdavis.edu/training/proper-handling-materials-biosafety-level-1) and/or the [**“UC Davis Biosafety Level 2”**](http://safetyservices.ucdavis.edu/training/uc-davis-biosafety-level-2-online-training)online course for safe handling of infectious agents, medical waste, and recombinant DNA constructs

has read the [**“UC Davis Chemical Hygiene Plan”**](http://safetyservices.ucdavis.edu/sites/default/files/documents/UCD_LabSafetyManual_2.pdf)located within the “UC Davis Laboratory Safety Manual”

has read the laboratory’s **“Lab Safety Plan”** if applicable (found in lab safety binder)

has read the **chemical SOP’s (**control-banded) if applicable ([**Control Banded SOP Resources**](http://safetyservices.ucdavis.edu/article/standard-operating-procedure-sop-templates))

has read the [**“Emergency Chemical Spill Procedure”,** **SafetyNet # 13**](http://safetyservices.ucdavis.edu/safetynet/guidelines-chemical-spill-control)(document that this has been done)

knows the location of the **Emergency Chemical Spill Kit**

knows the location of the laboratory **Chemical Inventory** (printout from the most recent [**Chemical Inventory System**](http://safetyservices.ucdavis.edu/article/chemical-inventory-system-cis)– **CIS update**)

knows the location of the **Safety Data Sheets (SDS)** or knows how to access them online ([**campus SDS resources**](https://ehs.ucop.edu/sds/#/))

has read the [**“Emergency Eyewash and Shower Testing”, SafetyNet # 66**](http://safetyservices.ucdavis.edu/safetynet/emergency-eyewash-and-shower-testing-and-use)(document that this has been done)

knows the location of **Emergency Eyewash Stations** and **Emergency Shower Stations**

has read the [**“Lab Related Waste Management”**](https://cnssafety.ucdavis.edu/lab-related-waste) section of the CNS Safety Website including the

## [“UC Davis Medical Waste Management Plan”](http://safetyservices.ucdavis.edu/sites/default/files/documents/MedicalWasteManagementPlan.pdf)

knows the location of the laboratory specific **Standard Operating Procedures** (SOP’s), protocols, solution preparation instructions, etc., (found in lab safety binder)

has completed the online [**“Safe Use of Biological Safety Cabinets”**](http://safetyservices.ucdavis.edu/training/safe-use-biological-safety-cabinets)class if applicable

has completed the online [**“Fume Hood Training”**](http://safetyservices.ucdavis.edu/training/fume-hood-training)if applicable

has completed the online [**“Controlled Substances”**](http://safetyservices.ucdavis.edu/training/controlled-substances)if applicable

has taken the [**Radiation Safety**](http://safetyservices.ucdavis.edu/training/radiation-safety-users-radioactive-materials) **and/or** [**Laser Safety**](http://safetyservices.ucdavis.edu/training/laser-safety)class if applicable

has read the [**“Job Safety Analysis for Field Researchers”**](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/Job%20Safety%20Analysis%20Field%20Researcher%202018_appB3.pdf)if applicable

# Safety in General Animal Handling (In laboratory or vivarium)

 has either signed up for or has taken the online training [**“Animal Care and Use 101” (ACU 101)**](http://safetyservices.ucdavis.edu/training/animal-care-and-use-101-acu101-course) (if done, give date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

has read and understood the appropriate **SOPs and related documentation** for the specific tasks to be performed (found in lab safety binder)

has initiated **hands-on training** for the specific tasks to be performed

knows the zoonotic hazards that may be associated with the animal(s) this person will work with (reviewed the [**“Hazard Analysis Tool”**](http://safetyapps.ucdavis.edu/IACUC/risktool/index.cfm)information found at the EH&S website)

 has submitted a completed **“Risk Assessment Form”** to [**Occupational Health Services**](http://safetyservices.ucdavis.edu/categories/occupational-health)

 attend the **TRACS Vivarium Orientation** (Instructor Led Training) by entering "vivarium" in the

"[**Find a Course**](https://uc.sumtotal.host/Core/search)" search window for class offerings through the [**UC Learning Center**](http://uc.sumtotal.host/Core/dash/home)**.**

has read the **Animal Use Protocol** (document that this has been done)

completes the Site-specific [**Vivarium Orientation & Security Agreement Form**](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/SOM%20Vivarium%20Access%20Document_9-14-2017_0.pdf) with the TRACS Husbandry Manager

has read the [**“Job Safety Analysis for Animal Handlers”**](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/Job%20Safety%20Analysis%20Animal%20Handler%202018_appB2.pdf)

# Additional Animal Safety for Primate Handling (In Laboratory and Vivarium)

 has been approved for **NHP clearance (**[**link for CNS form**](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/Occ%20Hlth%20Request%20and%20Authorization_LL.pdf)**)** with [**Occupational Health Services**](http://safetyservices.ucdavis.edu/categories/occupational-health)

## has read the “Exposure protocol for Primate Related Injuries- SOP 44-102)”

knows the location of the **Monkey Exposure Kit**

has taken the online [***Zoonoses of Nonhuman Primates* training**](http://safetyservices.ucdavis.edu/training/zoonoses-nonhuman-primates)

has watched the video **“Working Safely with Non-Human Primates” found on** [**OLAW training materials**](https://grants.nih.gov/grants/olaw/TrainingVideos.htm)

# Grant Access to the following:

Building/Lab: Additional Keys:

1515 Newton Ct. 1544 Newton Ct. 1633 DaVinci Ct.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Principal Investigator Date

Vivarium:

Rodent Vivarium Primate Vivarium Raptor Vivarium

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Principal Investigator Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name and Signature of Employee, Student, or Volunteer Date