Center for Neuroscience

Office, Lab and Vivarium Safety Checklist for New Personnel

Revised 5/26/2023

This checklist contains many of the requirements for safety onboarding for the new lab worker.

**Please return this checklist to the CNS Safety & Facility Manager once you have completed the assigned trainings, with date of completion and signatures by you and the PI or PI’s Designee (i.e. Lab Manager).**

**Retain a copy of this document for the lab records to document that training has been done.**

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

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

Information links on this form can be found at:

<https://cnssafety.ucdavis.edu/office-and-lab-safety-checklist>

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

# Departmental Safety for everyone to complete – onboarding with CNS Safety & Facility Manager

# (please check boxes after completing the trainings required by you)

Has received **access card security protocol(s)/building abort code(s)** for false alarm intervention procedures and chosen 5 digit PIN code

* Has read **Aggie Access** [How to: Link for Mobile Credentials](https://aggieaccess.ucdavis.edu/how-to-mobile-credentials)

Understands the [access card/key return policy procedure](https://cnssafety.ucdavis.edu/access-card-and-key-policy) at conclusion of working in the CNS

Has read the [Injury and Illness Prevention Program (IIPP)](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/2023_IIPP_for%20website.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%202023_appB1.pdf) *(appendix B1 in the IIPP)*

Has read [Safety Net # 148- Office Safety and Training](https://safetyservices.ucdavis.edu/safetynet/office-safety-and-training)

Has read the [Emergency Action Plan](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/EAP_Final_2022.pdf) and the [Emergency Response Guide](https://ucdavis.box.com/s/8c4fpyg9vrz2melx7xc9zpp4c7mdc7kw)

Knows the location of **Fire Extinguishers** and **Emergency Fire Alarm Pull** Stations *(please refer to the “Emergency Action Plan” building maps for specific locations)*

Knows the location of the **Center for Neuroscience** **First Aid Kit**

Has signed up for [UC Davis Warn Me](https://safetyservices.ucdavis.edu/units/emergency-preparedness/warnme) for emergency notification

Has read the [hazard-specific injury or exposure protocol](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/InjuryProtocol_Sep-2022.pdf)

Has successfully completed the online course [Hazard Communication Program](http://safetyservices.ucdavis.edu/training/hazard-communication)

# Additional Safety to enter a wet lab – onboarding with CNS Safety & Facility Manager

# (please check boxes after completing the trainings required by you)

Has successfully completed the online course [Lab Safety for Support Personnel](https://safetyservices.ucdavis.edu/training/lab-safety-for-support-personal) *(only required for personnel entering a wet lab to perform a support function, but* ***do not*** *routinely work in a laboratory- i.e.* ***IT work***

**Safety for Dry Labs – onboarding by PI or PI’s Designee (i.e.- Lab Manager)**

# (please check boxes after completing the trainings required by you)

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

**Safety for Wet Labs – onboarding by PI or PI’s Designee (i.e.- Lab Manager)**

# (please check boxes after completing the trainings required by you)

# General:

#  Has been added to the lab group’s roster in the Laboratory Hazard Assessment Tool (LHAT)

# Has completed [Personal Protective Equipment (PPE) training](https://safetyservices.ucdavis.edu/training/laboratory-ppe) and has received PPE

Has successfully completed the online course [UC Laboratory Safety Fundamentals](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app/management/LMS_ActDetails.aspx%3FActivityId%3D168709%26UserMode%3D0&domain=8)

Knows the location of the laboratory specific **Standard Operating Procedures** (SOP’s), protocols, solution preparation instructions, etc., (found in lab safety binder) and had read those documents that apply to their work

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

**Chemical/Hazardous Materials & Waste:**

Has read the **UC Davis Chemical Hygiene Plan** located within the [UC Davis Laboratory Safety Manual](https://safetyucd.sf.ucdavis.edu/units/ehs/research/laboratory/safety-manual)

Has read the [Emergency Chemical Spill Procedure”, SafetyNet # 13](https://safetyservices.ucdavis.edu/safetynet/guidelines-for-chemical-spill)

Knows the location of the lab’(s’) **Emergency Chemical Spill Kit**

Has read the [Emergency Eyewash and Shower Testing, SafetyNet # 66](http://safetyservices.ucdavis.edu/safetynet/emergency-eyewash-and-shower-testing-and-use)

Knows the location(s) of **Emergency Eyewash Station(s)** and **Emergency Shower Station(s)**

Knows the location of the laboratory **Chemical Inventory** (printout from the most recent [UC Chemicals](https://ehs.ucop.edu/chemicals/) **update**)

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

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 taken the [Hazardous Waste Management and Minimization](https://safetyservices.ucdavis.edu/training/hazardous-waste-management-and-minimization) online course

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

Has completed the online [Fume Hood Training](http://safetyservices.ucdavis.edu/training/fume-hood-training)

**Biological:**

Has taken 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 -satisfies work for both BSL 2 & BSL 1 levels– *Required training for working in the CNS-Annex*

Has taken the [UC Davis Bloodborne Pathogens](https://safetyservices.ucdavis.edu/training/uc-davis-bloodborne-pathogens) online course and has read the [UC Davis Bloodborne Pathogen Exposure Control Plan](https://ucdavis.app.box.com/s/c4z00pq5fj43ofuf4kl9m8oikvr4nkal) if you work with human source materials including primary cells, immortalized cell lines, blood, body fluids, or unfixed tissue – *Required trainings for working in the CNS-Annex*

Has taken the [UC Davis Medical Waste Management Training](https://safetyservices.ucdavis.edu/training/uc-davis-medical-waste-management-training) online course and has read the [UC Davis Medical Waste Management Plan](https://ucdavis.box.com/s/slluhr3ocumka5wsjjbd5rh7i0fzc4ch)– *Required trainings for working in the CNS-Annex*

Has completed the [Safe Use of Biological Safety Cabinets](https://safetyservices.ucdavis.edu/training/safe-use-of-biological-safety-cabinets) online course

**Specialized Trainings:**

Has completed the online [Controlled Substances](http://safetyservices.ucdavis.edu/training/controlled-substances) – *Required training for working in the CNS-Annex*

Has taken the [Laser Safety](https://safetyservices.ucdavis.edu/training/radiological-safety/laser-safety-training-initial) – *May be required training for working in the CNS-Annex*

Has taken the [Radiation Safety](https://safetyservices.ucdavis.edu/units/ehs/research/radiological/uc-radiation)

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%202023_appB3.pdf)

Confocal room training/use ([access form](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/Confocal%20Room%20100B%20User%27s%20Agreement-%20final_0.pdf))

Array tomography room training/use ([access form](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/Room%20510I%20Access%20to%20Array%20Tomography%20authorization%20form.pdf))

Behavioral rooms training/use

# Safety in General Animal Handling (In laboratory or vivarium) - onboarding by PI or PI’s Designee (i.e.- Lab Manager or TRACS supervisor)

# (please check boxes after completing the trainings required by you)

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

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

Has completed the online training [Animal Care and Use 101 (ACU 101)](https://research.ucdavis.edu/policiescompliance/animal-care-use/training-classes/animal-care-and-use-101-acu101-course/)

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

Has been added to an approved/active **IACUC Animal Use Protocol and has been trained on the protocol** (no vivarium access will be added to card until this has been completed)

Completes the **Research Park (RPV)** site-specific [Vivarium Orientation & Security Agreement Form](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/SOM%20Vivarium%20Access_5-25-23.docx) with the RPV Husbandry Manager and has returned it to the CNS Safety Officer *–* ***NOT required for the CNS-Annex***

Knows the zoonotic hazards that may be associated with the animal(s) this person will work with (reviewed the [IACUC Risk Analysis Tool](https://iacuc.ucdavis.edu/iacuc_public/risktool/index.cfm) information found at the EH&S website)

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%202023_appB2.pdf)

# Animal Safety for Primate Handling (In Laboratory and Vivarium) - onboarding by PI or PI’s Designee (i.e.- Lab Manager or TRACS supervisor)

# (please check boxes after completing the trainings required by you)

Has been approved for **NHP clearance** with [Request and Authorization form](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/Occ%20Hlth%20Request%20and%20Authorization_LL.pdf) through [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 read the information on [The Care and Use of Non-Human Primates](https://safetyservices.ucdavis.edu/units/occupational-health/surveillance-system/zoonotic-diseases/primates)

Has read the information on [Herpes B Virus](https://safetyservices.ucdavis.edu/units/occupational-health/surveillance-system/herpes-b)

Complete the online course titled **Zoonoses of Non-Human Primates**(see [link](https://research.ucdavis.edu/policiescompliance/animal-care-use/training-classes/zoonoses-of-nonhuman-primates/)for information).  Must first complete Animal Care and Use 101

Has completed the online training [Non-human Primate Tissue, Cell Lines, and Body Fluids](https://uc.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D332446%26UserMode%3D0)

Has watched the video [Working Safely with Non-Human Primates](https://www.aalas.org/education/educational-resources/working-safely-primates)  **found on AALAS.Org**

# Grant Access to the following:

Building/Lab: Additional Keys: List these here

1515 Newton Ct. – Neurosciences Building

1544 Newton Ct. – Center for Neurosciences Building

1633 DaVinci Ct. – CNS-Annex Building

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Signature of PI/PI’s Designee (i.e.- Lab Manager) Date

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Signature of Employee, Student, or Affiliate Date

Vivarium:

Mouse Vivarium (suite 221) Primate Vivarium

Rat Vivarium (suite 613) Raptor Vivarium

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Signature of PI/PI’s Designee (i.e.- Lab Manager) Date

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Signature of Employee, Student, or Affiliate Date