Center for Neuroscience

Office, Lab and Vivarium Safety Checklist for New Personnel

Revised 7/18/2017

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>

(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.pdf) and [Oath of Allegiance](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/upay-585_0.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.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/IIPP-8-2016_signed_0.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/JobSafetyAnalysisOfficeWorkers2016_appB1.pdf)
* has read the Written [“Hazard Communication Program”](http://safetyservices.ucdavis.edu/sites/default/files/documents/HazCom%20Final.pdf) document which includes employee “right to know” training
* has read [Safety Net # 148- Office Safety and Training](http://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.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”](http://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](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/2017%20Laboratory%20Safety%20Training%20Dates.pdf) (if done, give date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)
* has taken either the [“UC Davis Biosafety Level 2”](http://safetyservices.ucdavis.edu/training/uc-davis-biosafety-level-2-online-training) and/or the [“Biosafety Level 1”](http://safetyservices.ucdavis.edu/training/proper-handling-materials-biosafety-level-1) online courses 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)
* has read the [“Job Safety Analysis for Lab Workers”](https://cnssafety.ucdavis.edu/sites/g/files/dgvnsk981/files/inline-files/Job%20Safety%20Analysis%20Lab%20Workers%202016_appB2.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%202016_appB4.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)
* has read the **Animal Use Protocol** (document that this has been done)
* 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%202016_appB3.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:

* 1515 Newton Ct.
* 1544 Newton Ct.
* 1633 DaVinci Ct.

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Signature of Principal Investigator Date

Vivarium:

* Rodent Vivarium
* Primate Vivarium
* Raptor Vivarium

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Signature of Principal Investigator Date

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Name and Signature of Employee, Student, or Volunteer Date