Center for Neuroscience
Office, Lab and Vivarium Safety Checklist for New Personnel
Revised 2/1/2016

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:
http://neuroscience.ucdavis.edu/healthandsafety/index.html

(Name) __________________________ working in the ________________ lab:

General Safety

- must be at least 18 years old
- has completed the volunteer form and Oath of Allegiance or has completed CNS employment paperwork
- has completed the CBS Network Security Policy
- has passed the “Livescan” background check with Campus Police
- has read the “Injury and Illness Prevention Plan” (IIPP)
- has read the “Emergency Evacuation Plan” and the “Emergency Response Guide”
- has read the “Job Safety Analysis for Office Workers”
- has read the Written “Hazard Communication Program” document which includes employee “right to know” training
- has read Safety Net # 148- 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
- 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)
- Signed up for UC Davis “Warn Me” for emergency notification
- has successfully completed the online course “Lab Safety for 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 through Occupational Health Services
- has successfully completed the online course “UC Laboratory Safety Fundamentals”
☐ has either signed up for or has already taken the **SOM Laboratory Safety Training with Diane Hoffmann** (if done, give date _________________)
☐ has taken the “**UC Davis Biosafety Level 2**” online course for safe handling of infectious agents, medical waste, and recombinant DNA constructs
☐ has read the “**UC Davis Chemical Hygiene Plan**” located within the “UC Davis Laboratory Safety Manual”
☐ has read the laboratory’s “**Lab Safety Plan**” if applicable
☐ has read the **chemical SOP’s** (control-banded) if applicable
☐ has read the “Emergency Chemical Spill Procedure”, **SafetyNet # 13** (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 – **CIS update**)
☐ knows the location of the **Safety Data Sheets (SDS)** or knows how to access them online
☐ has read the “Emergency Eyewash and Shower Testing”, **SafetyNet # 66** (document that this has been done)
☐ knows the location of **Emergency Eyewash Stations and Emergency Shower Stations**
☐ has read the on line “**Laboratory Waste Management**” Quick Guide and the Center for Neuroscience **“Medical Waste Management Plan”**
☐ has read the “**Job Safety Analysis for Lab Workers**”
☐ knows the location of the laboratory specific **Standard Operating Procedures (SOP’s)**, protocols, solution preparation instructions, etc.
☐ has completed the online “**Safe Use of Biological Safety Cabinets**” class if applicable
☐ has completed the online “**Fume Hood Training**” if applicable
☐ has completed the online “**Controlled Substances**” if applicable
☐ has taken the **Radiation Safety and/or Laser Safety** class if applicable
☐ has read the “**Job Safety Analysis for Field Researchers**” 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**) (if done, give date _________________)
☐ has read and understood the appropriate **SOPs and related documentation** for the specific tasks to be performed
☐ 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”** information found at the EH&S website)
- has submitted a completed “Risk Assessment Form” to Occupational Health Services
- has read the Animal Use Protocol (document that this has been done)
- has read the “Job Safety Analysis for Animal Handlers”

**Additional Animal Safety for Primate Handling (In Laboratory and Vivarium)**
- has been approved for NHP clearance with Occupational Health Services
- 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
- has watched the video “Working Safely with Non-Human Primates”

**Grant Access to the following:**

**Building/Lab:**
- 1515 Newton Ct.
- 1544 Newton Ct.
- 1633 DaVinci Ct.

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<th>Signature of Principal Investigator</th>
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**Vivarium:**
- Rodent Vivarium
- Primate Vivarium
- Raptor Vivarium

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<tr>
<th>Name and Signature of Employee, Student, or Volunteer</th>
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