

Center for Neuroscience
Office and Lab Safety Checklist for New Personnel

October 30, 2009

These are some topics that either the Lab Manager or the Principal Investigator should go over with the new lab worker. Because this list is not comprehensive, please add other relevant safety topics you cover with your lab worker to this sheet. **Please return this checklist to Crystyn Chase once it has been completed, but no later than 7 days after Today's Date.**

All documents not handed directly to you are located on the website:
<http://neuroscience.ucdavis.edu/healthandsafety/index.html>

Date Completed: _____

(Name) _____ working in the _____ lab:

(General Safety Issues)

- has completed the volunteer form and Oath of Allegiance or CNS employment paperwork
- knows the location of the First Aid Kit
- knows the location of the red Safety Binder
- has read the "Emergency Evacuation Plan" and the "Emergency Action Plan"
- knows the location of Fire Extinguishers and Emergency Fire Alarm Pull Stations
- has been properly trained to perform his or her lab duties and knows the hazards associated with each function.
- has read the "Job Safety Analysis for Office Workers"
- has read the "Injury and Illness Prevention Plan" (IIPP)
- knows the accident or injury response and reporting procedures (refer to the hazard-specific "Human Wound Treatment Protocol")
- has read the campus police "personal security" document

(Wet Lab Issues)

- has either signed up for or has already taken a Chemical Laboratory Safety Seminar within the past year (if done, give date _____)
- knows the location of the laboratory Chemical Inventory (printout from the most recent Chemical Inventory System update)
- 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 "Emergency Chemical Spill Procedure", SafetyNet # 13 (document that this has been done)

- knows the location of the Emergency Chemical Spill Kit
- has read the laboratory's "Chemical Hygiene Plan"
- has read the on line "Laboratory Waste Management" Quick Guide and the Center for Neuroscience "Medical Waste Management Plan"
- has signed up for Safe Use of Biological Safety Cabinets class if applicable
- knows the location of the Material Safety Data Sheets (MSDS) or knows how to access them online
- if there is any exposure to animals (direct or indirect), has enrolled in the UCD Occupational Health Monitoring Program (or at least initiated the process)
- knows the location of the laboratory specific Standard Operating Procedures (SOP's), protocols, solution preparation recipes, etc.
- has taken the Radiation Safety and/or Laser Safety class if applicable.
- has read the "Job Safety Analysis for Lab Workers"
- has read the "Job Safety Analysis for Field Researchers"

(Animal Worker Related Issues)

- has either signed up for or has already taken the Seminar that covers the Animal Care and Use 101 (ACU 101) (if done, give date _____)
- has been properly trained in handling the animal(s) (or at least initiated the process)
- knows the zoonotic hazards that may be associated with the animal(s) this person will work on (reviewed the "Hazard Analysis Tool" information found at the EH&S website)
- has submitted a completed "Risk Assessment Form" to Employee Health Services
- has read the Animal Use Protocol (document that this has been done)
- Has read the "Job Safety Analysis for Animal Handlers"
- knows the location of the Monkey Exposure Kit, if applicable
- has discussed Primate Zoonosis and EMP with CLAS CNS Veterinarian, if working with Non-human Primates
- Has watched the video "Working Safely with Non-Human Primates."

Note to Lab Managers and Principal Investigators: you will need to write an amendment to your Animal Use Protocol to reflect the addition of new lab workers working under that protocol.

Name and Signature of Principal Investigator

Date

Name and Signature of Employee, Student, or Volunteer

Date