

## INSTRUCTIONAL LABORATORY SITE SPECIFIC TRAINING CHECKLIST FOR TEACHING ASSISTANTS

In accordance to *UCOP Policy: Lab Safety Training*, laboratory workers are required to receive a safety orientation specific to their unique laboratory work location and the processes common to their laboratory worksite. This checklist shall be performed and documented by the Faculty/Instructor/Academic Coordinator or Supervisor on the first day the Teaching Assistant (TA) is granted access to or assigned work activities in the laboratory, and must be completed before the first laboratory session. All completed forms must be maintained by the Faculty/Instructor/Academic Coordinator or Supervisor.

**Faculty/Instructor/Academic Coordinator Name:**

**Department:**

**Name of Teaching Assistant:**

**Teaching Assistant Job Title:**

**Name of Trainer:**

**Trainer Job Title:**

**Course Number:**

**Date of Orientation:**

	Training Topic
<b>Administrative Controls</b>	
<input type="checkbox"/>	Complete <b>Laboratory Safety Fundamentals</b> via <a href="http://ucrllearning.ucr.edu/">http://ucrllearning.ucr.edu/</a>
<input type="checkbox"/>	Complete <b>Hazardous Materials and Waste Management</b> via <a href="http://ucrllearning.ucr.edu/">http://ucrllearning.ucr.edu/</a>
<input type="checkbox"/>	Read and confirm your PI's Laboratory Hazard Assessment Tool (LHAT) <a href="https://app.riskandsafety.com/">https://app.riskandsafety.com/</a>
<input type="checkbox"/>	Understand the principles of safety – <b>RAMP</b> – and how these apply to each experiment.
<input type="checkbox"/>	<b>Laboratory Safety Manual (including Chemical Hygiene Plan):</b> Know the location of and content description. Review and sign the <a href="https://ehs.ucr.edu/laboratory/laboratorysafetymanual">acknowledgement form</a> . <a href="https://ehs.ucr.edu/laboratory/laboratorysafetymanual">https://ehs.ucr.edu/laboratory/laboratorysafetymanual</a> <a href="https://ehs.ucr.edu/laboratory/chemical-hygiene-plan">https://ehs.ucr.edu/laboratory/chemical-hygiene-plan</a>
<input type="checkbox"/>	<b>SDS:</b> Demonstrate electronic access to Safety Data Sheet repository. <a href="https://ehs.ucop.edu/sds/#/">https://ehs.ucop.edu/sds/#/</a>
<input type="checkbox"/>	<b>Experiment/Procedure Standard Operating Procedures (SOPs):</b> Review and acknowledge the SOPs for each experiment/procedure.
<input type="checkbox"/>	Review and acknowledge Primary Safety Responsibilities of TAs. ( <a href="https://ehs.ucr.edu/document/primary-safety-responsibilities-of-TAs">https://ehs.ucr.edu/document/primary-safety-responsibilities-of-TAs</a> )
<input type="checkbox"/>	Demonstrate how to report an injury/illness/incident to EH&S online ( <a href="https://ehs.ucr.edu/report">https://ehs.ucr.edu/report</a> ) or by phone (951) 827-5528.
<b>Emergency Procedures</b>	
<input type="checkbox"/>	<b>Accidents/Incidents/Near-Miss:</b> Attend to injury immediately. Request for help if necessary. Report accidents to individual in charge of the course and <a href="https://ehs.ucr.edu/report">report to EH&amp;S (https://ehs.ucr.edu/report)</a> as soon as reasonably possible or within 24 hours.
<input type="checkbox"/>	<b>Fire alarm pull station:</b> Location of and demonstrate how to activate.
<input type="checkbox"/>	<b>Fire extinguisher:</b> Location of fire extinguisher(s).
<input type="checkbox"/>	<b>Eye wash/safety showers:</b> Location of and demonstrate how to activate.
<input type="checkbox"/>	<b>Phone:</b> Locations of, phone dialing instructions and posting of '911' or 951-827-5222 dialing instructions
<input type="checkbox"/>	<b>Emergency Procedures Poster:</b> Locations of emergency procedure poster, and familiarize yourself with the procedures and reporting protocols.
<input type="checkbox"/>	<b>Shelter-in-Place:</b> Review procedures for securing the lab for shelter-in-place orders.
<input type="checkbox"/>	<b>Primary and Secondary Routes of Egress:</b> Walk both pathways to Emergency Assembly Area. Review evacuation procedures for disabled lab workers.
<input type="checkbox"/>	<b>Emergency Assembly Area:</b> Review lab gathering point and evacuation procedures.
<input type="checkbox"/>	<b>Reverse 911:</b> Enroll in campus emergency alert system. <a href="https://emergency.ucr.edu/ENS">https://emergency.ucr.edu/ENS</a>
<b>Engineering Controls</b>	
<input type="checkbox"/>	<b>Chemical fume hoods:</b> Demonstration of proper use and instruction on adjustable controls.

<input type="checkbox"/>	<b>Biological safety cabinets:</b> Demonstration of proper use and instruction on adjustable controls.
<input type="checkbox"/>	<b>Chemical storage locations:</b> Locations and segregation rules.
<input type="checkbox"/>	<b>Other engineering controls (glove boxes, gas cabinets):</b> Demonstration of proper use and instruction on adjustable controls. Describe:
<b>Personal Protective Equipment (PPE)</b>	
<input type="checkbox"/>	<b>Minimum PPE:</b> Wear long pants (no shorts, dresses, or skirts) and closed toe/heels shoes to each lab session. Be sure top of foot and ankles are covered. Assess that all students are wearing the same level of minimum PPE as you.
<input type="checkbox"/>	<b>Lab Coat:</b> Wear fitted lab coat as prescribed by the Lab Hazard Assessment. See faculty/instructor/Academic Coordinator for lab coats or contact EH&S. Certain labs require flame resistant (FR) lab coats. Assess that all students are wearing the same level of lab coat as you. Required Type: <input type="checkbox"/> Traditional Lab Coat <input type="checkbox"/> White Barrier Coat <input type="checkbox"/> Flame Resistant <input type="checkbox"/> Acid Apron
<input type="checkbox"/>	<b>Eye Protection:</b> Wear a fitted pair of safety eyewear as prescribed by the Lab Hazard Assessment and the faculty in charge. Obtain from EH&S at no cost. Assess that all students are wearing the same level of safety eyewear as you. Required Type: <input type="checkbox"/> Safety Glasses <input type="checkbox"/> Splash Goggles
<input type="checkbox"/>	<b>Gloves:</b> Location of, knowledge to select the correct type and instructions on how to properly don and doff.
<input type="checkbox"/>	<b>Other:</b>
<b>Waste Disposal</b>	
<input type="checkbox"/>	<b>Hazardous Waste Accumulation Area:</b> Location and demonstration of proper labeling, proper storage requirements, and process to request pick-up.
<b>Protocols and Authorizations (if applicable)</b>	
<input type="checkbox"/>	<b>Radiation and Lasers</b> <b>Biological/Infectious Agents</b> <b>Controlled Substances</b> Discuss the safety requirements stipulated in the <b>Use Authorization</b> related to the teaching lab, including manufacturer safety recommendation for radiation producing machines, UV and RF radiation emitting devices and strong magnets, potentially infectious material or DEA regulated materials.

<b>Trainer Signature and Date:</b>	
<b>Teacher Assistant Signature and Date:</b>	