

Lab Safety Orientation *(mandatory for all lab personnel)*

Principal Investigators (PIs) and Managers are responsible for ensuring that all employees receive adequate training and understand the hazards present in their work area. ALL employees must complete the following checklist with their Principal Investigator or Lab Manager/Supervisor *prior* to initiating work of any kind. **This document must be readily accessible in the workplace to be inspected by Cal-OSHA, EH&S, or other regulatory entities.**

IN CASE OF EMERGENCY CALL 9-911

Emergency Type		Calling From:	
UCSF Campus		Off Campus	
Phone	Cell Phone	Phone	Cell Phone*
Emergency (Life-Safety)	9-911	415-476-6911	
*Note: If using cell phone for life-threatening emergencies in SF county not involving UCSF facilities or property (UCPD) call SFPD			415-553-8090
Non-life-threatening emergency, suspicious person sighting (UCPD)	415-476-1414		
Facilities/equipment emergencies:	415-476-2021		
Exposure Type			
Biological exposures (Bloodborne pathogens, biological agents, and animal bites) Occupational Health Exposure Hotline (24 Hour) (Dial 9 first from campus land line):		415-353-7842	
Chemical exposures – Poison Control (24 hour)		1-800-222-1222	
Radiation exposures – Radiation Safety Officer		415-502-0649	

WarnMe is UCSF's alerting and warning service. It is activated to contact you when there is an immediate threat to safety or health affecting the campus community. Alerts are sent by phone, text message, pager or email.

- Sign Up for Emergency Notifications: [WarnMe](#)
- Emergency Supplies are available from the [UCSF Discount Disaster Supply Program](#)

Injury and Illness Prevention Program (IIPP) Before starting work in your lab, you must be familiar with [UCSF's IIPP](#)

Emergency Action Plan (EAP)

- 1. Read your department's EAP**
 - a) In a global emergency, that requires entire building to be evacuated, leave the building and proceed to your designated assembly area at: _____
 - b) In a local emergency, if you are in a high-rise (6 floors or higher) evacuate to 4 floors below your level. If the alarm is sounding on that level, evacuate to your designated assembly area.
 - c) Check-in with your floor warden _____ before leaving assembly area.
- 2. In an emergency while you are alone in the lab or at home - an event that prevents you from coming back to work, such as earthquake, fire, power outage, call your PI at: _____ and/or your Lab Manager at _____ or the UCSF Hotline, 502-4000 (or if inoperable the back-up hotline at 1800-873-8232).**
- 3. Be familiar with Emergency Shutdown Procedures for your area. These procedures should be executed before evacuating the building only if it is safe to do so. Delegated individuals may be permitted into the building to perform shutdown.**
- 4. SAFETY EQUIPMENT**

	KNOW THE LOCATIONS:
Emergency Exit	_____
Fire Extinguishers	_____
Fire Alarms	_____
Emergency Eye Washes	_____
Emergency Showers	_____
First Aid Kits	_____
AEDs (Automated External Defibrillators)	_____
Fire blankets	_____
Flashlights + batteries	_____
Emergency kit	_____
Chemical spill supplies	_____
- 5. If you are injured at work and require immediate attention call 9-911 or go to the Emergency Room. For other injuries, inform your supervisor and determine if you need to call Employee Health Services (415-885-7580). Complete [Employee Incident Report](#) and submit to HR - Disabilities Management Services at Fax: 415-476-2328**
REPORT ALL ACCIDENTS AND HAZARDOUS SITUATIONS TO YOUR SUPERVISOR IMMEDIATELY.

Researcher Orientation Checklist

Name: _____ Lab PI: _____

University Orientation: (contact your Department Administration)

- | | |
|--|------------|
| 1. Obtain a university proxy ID badge and have it activated. | Date _____ |
| 2. Obtain a lab coat and get an email account. | _____ |
| 3. Complete mandatory HIPAA training | _____ |
| 4. Violence Against Women | _____ |
| 5. UC Ethical Values and Conduct | _____ |
| 6. File Contact information with: _____ | |
| 7. Sign out key(s)/codes(s) and activate proxy card.
Location _____ | |

Basic Safety Training:

1. Check with your supervisor to determine which training you need.
2. Use Employee ID to log in to [UC Learning Center](#)
3. Visiting scholars without a UCSF ID Number can take online "eCourses" by completing the [UC Learning Center Support Form](#). You will be emailed a unique Sign-in ID and password that will provide you with temporary (2 weeks) access to the learning management system.

Class	Date	Class	Date
Laboratory Safety for Researchers		Laser Safety Awareness	
Biosafety		X-Ray Safety	
Bloodborne Pathogen		Controlled Substances	
Safe Shipper (Infectious Substance)		Fire Safety	
Herpes B		Machine Guarding	
Q-Fever Prevention		Office Ergonomics	
Carcinogen Safety Training		Lab Ergonomics	
Formaldehyde Training		Lab Safety for Assistants	
Liquid Nitrogen Safety		Animal Welfare training, PAGE 4	
Safe Handling and Use of Pyrophoric Chemicals		Human Subjects Protection, PAGE 5	
Radiation Safety			

4. If your work involves animal use, refer to [Institutional Animal Care and Use Committee](#) web site for details.
5. **Location and contents of Laboratory Safety Manual:** _____
6. **Before performing any work, ask the PI or lab supervisor to add you to appropriate Use Authorizations (Chemical, Biological, Controlled Substance and Radioactive).** For controlled substances, submit [Information on Authorized User of Controlled Substances](#) form.
7. **Review any additional laboratory specific issues and SOPs.**

Communicable Disease Prevention Program is managed by UCSF [Occupational Health Program](#) (OHP):
Complete the [Hepatitis B Consent/Declination Form](#). Visiting scholars without a SS# can enter 0000.

UCSF Policy Regulations:

1. Obtain Material Transfer Agreements (MTA) to send proprietary reagents
2. Be aware of [University Whistleblower Policies and Procedures](#)
3. Familiarize yourself with [Sexual Harassment Policies & Procedures](#)
4. Complete UC Ethical Values and Conduct found in UC Learning Center

Overall Safety Check:

- | | |
|--|---|
| 1. Emergency Action Plan | I have read and understand the EAP |
| 2. Emergency Phone numbers | I know where these are posted |
| 3. Basic Lab Safety Rules | I have read and understand attached rules |
| 4. Emergency Evacuation Route: my Dept/ neighborhood emergency assembly site _____ | |

Keep copies of all training records and your Research Information Online (RIO) login and password.

Basic Lab Safety Rules:

We are committed to conducting our work efficiently and in a way that ensures the protection of workers, the public, and the environment. The Integrated Safety and Environmental Management System (ISEMS) integrates safety into work practices at all levels. "Each individual is directly responsible for ensuring his or her own safety and for promoting a safe, healthy and environmentally sound workplace and community."

All jobs are performed within the guidelines of the Illness and Injury Prevention Program (IIPP). Review [UCSF's IIPP](#) before beginning work; tasks should be identified, the associated hazards evaluated, and a set of safety standards and requirements established. This is most easily done by performing a "dry run" in advance.

1. **Be familiar with the hazards, handling procedures and disposal methods** for all the chemicals you will be using in an experiment. Review [Safety Data Sheet \(SDS\) online](#) and bookmark for easy access. For additional information, check with your [EH&S Specialist](#).
2. **Review the [Laboratory Safety Manual](#), [Chemical Hygiene Plan](#) and lab specific chemicals hazard SOPs**
3. Safety training you needed is based on the hazards you will be working with. If unsure what training to take, consult your lab supervisor or [EH&S Safety Specialist](#).
4. Determine appropriate personal protective equipment (PPE) needed by completing the [Laboratory Hazard Assessment Tool \(LHAT\)](#). Discuss PPE needs with your lab supervisor or [EH&S Safety Specialist](#).
5. When working with hazardous materials, it is your responsibility to **be familiar with and use appropriate PPE** (knee-length lab coat, gloves, closed-toed shoes, protective eyewear, etc.) **PPE are *always* required when working in BSL2/BSL3 labs, when handling radioactive materials and/or when working with hazardous chemicals.**
6. **Do not walk through office areas**, conference, and eating rooms with lab coats or lab materials.
7. **Lab Gloves should not come into contact with door handles, elevator buttons, or phones**, etc.
8. Food or drink storage is allowed only in designated refrigerators. **No eating or drinking is allowed in labs**. No food or drink waste should be disposed of in lab trash cans.
9. If you handle **human tissue or blood**, prepare yourself by adhering to the guidelines in, "Preparation for Working with Human Patients or Tissues." See page 6.
10. **Liquid Nitrogen** can cause severe burns. When handling it, use appropriate **PPE**: clothing, eyewear and gloves.
11. **Phenol** can cause severe burns. When handling it, work in fume hood with appropriate PPE: lab coats, goggles and gloves. Take extra precautions when working with **Phenol & chloroform** mixtures, as chloroform can dissolve gloves, exposing skin to phenol burns. Read Safety Updates: [Chloroform-Safe Gloves](#) and [Emergency Procedure for Phenol/Chloroform](#).
12. Read: [When is An Employee Independently Responsible for Cal-OSHA Violations?](#)
13. Read: [Principal Investigator and Laboratory Supervisor Health and Safety Legal Obligations](#)
14. **PIs can implement Progressive Discipline** (verbal, written, suspension, reduction of pay, demotion or dismissal) for not adhering to health and safety policies and procedures. Refer to Human Resources [Chapter 23: Taking Disciplinary Action](#)

Waste Disposal guidelines:

1. **Needles, syringes, glass Pasteur pipettes, razor blades and scalpels** must be disposed whole in sharps container to be collected by EH&S.
2. **Uncontaminated broken glass** or other **sharp objects** should not be placed in normal trash containers. Place in appropriate box (i.e. sturdy cardboard, lined with plastic).
3. All **Biohazard or Medical Waste** must be put in a RED bag placed within a hard-sided biohazard container with a tight-fitting lid. The bags must be sealed. See your lab supervisor for the correct procedure.
4. Dispose **Chemical Waste** using the [Hazardous WASTE Management](#) program Waste must be properly labeled and tagged by user for pickup by EH&S, within 120 days. See your lab supervisor for the correct procedure.
5. **Radioactive** waste must be segregated and tagged by user for pick-up by EH&S. See your lab supervisor for the correct procedure.

Signature _____

Date _____

A signed copy of the Lab Safety Orientation must be available in the lab for inspection.

Animal Welfare Training and Facility Access:

IACUC is the Institutional Animal Care and Use Committee: <http://www.iacuc.ucsf.edu>

LARC is the Laboratory Animal Resource Center: <http://www.larc.ucsf.edu>

See your Lab Manager for *lab specific* training.

Training requirements:

1. Basic Regulatory and Ethical Requirements

Take the online classes **BRER I** (required for all users) and **BRER II** (required if you are performing anesthesia and/or surgery) at: <https://learningcenter.ucsfmedicalcenter.org/default.aspx>.

2. If you are using an isoflurane machine, take the online class IACUC Rodent Isoflurane Machine at: <https://learningcenter.ucsfmedicalcenter.org/default.aspx>

3. **Hands-on species-specific training** (required for all users of sheep and primates and users with < 12 months of experience with the species they will work with).

- For Rodent basic handling training sign up online at <http://www.iacuc.ucsf.edu/Training/awTrain.asp>.
- For other species or special techniques (blood collection, gavage, etc.), email TrainerIACUC@research.ucsf.edu or call 502-7408 to schedule training.

4. Complete the **Medical Health Screening (MHS)** Questionnaire in Research Information Online <https://rio.ucsf.edu/RioLoginSelector/LoginSelector.aspx> See EH&S contact information below if you have health questions or concerns about working with any species.

- If you will work with sheep or non-human primates, you must schedule an appointment to complete species-specific health requirements and obtain a health clearance. For any questions, you may contact Dr. Krista Lindstrom at krista.lindstrom@ucsf.edu.

5. Facility orientation:

An appointment is required. Check with your supervisor or call the LARC office 476-2204 for the LARC facility Supervisor's name and contact information for your site.

- If you will work in Parnassus Services Building, you must also take the IACUC Rodent Barrier Training (PSB only) and sign up for an in-person PSB Facilities Orientation at <https://learningcenter.ucsfmedicalcenter.org/default.aspx>

6. **For your health and safety**, review the information at <http://www.iacuc.ucsf.edu/Safe/awSafeOhs.asp> for worker protection policies, species specific concerns, a quick guide to working safely with animals, contacts and emergency procedures.

Facility Access:

1. Ask your PI or lab manager to request addition of your name to the appropriate **IACUC protocols**. You must **read, understand** and **sign** the protocols before performing any animal work.

2. Request activation of your proximity card to give access to the appropriate LARC facilities and rooms (consult your lab manager for the correct procedure).

- Download the UCSF Photo ID Proximity Card Request form from the **Facilities Access** link on the LARC website <http://www.larc.ucsf.edu>
- Obtain the required signatures; fill in only your name, title, department, card #, campus address and species you work with. At the top, write your P.I.'s name, plus the buildings and room numbers where you need access.
- Bring the form to the LARC business office during business hours for activation.

NOTE: All training requirements must be completed before you will be authorized to use animals. Access to the animal facilities will not be granted until IACUC authorization is given.

Preparation for Working with Human Patients or Tissues.

Anyone in the lab working directly with **human blood, human cell lines** and/or **patients**, must understand the risk factors associated with their work and must be properly immunized. For immunization screening and documentation, you must **schedule an appointment** with the **UCSF Occupational Health Program (OHP)** and complete the appropriate forms. All of the forms indicated below will be sent to you by the OHP when you schedule an appointment.

General Requirements:

If you work directly with human blood, human tissues and/or human cell lines, you will need to:

1. Complete the Bloodborne Pathogen Standard Training course:
 - Go to [UC Learning Center](#) to access this course.
 - Bloodborne Pathogen training must be **refreshed annually**.
2. Contact OHP (information below) for screening or immunization and schedule an appointment if necessary.
3. Complete the [Hepatitis B Consent/Declination Form](#) and submit to OHP.

If your job requires you to have face-to-face patient contact you will also need to:

1. Fill out OHP [Tuberculosis Screening and Testing Form](#) (annual refresher).
2. Complete immunity screening (measles, mumps, rubella, and varicella).

To Fully Determine Your Risk and Contact the OHP office:

1. Schedule an appointment with OHP (350 Parnassus, Suite 206) by calling 415-885-7580.
2. You will be emailed the appropriate vaccination and TB screening forms. Fill them out before your appointment.
3. Bring your personal immunization records to the appointment.
 - After the screening process at the OHP meeting, your info will be on file with the OHP; Keep copies for your own records.
 - Call Dr. Krista Lindstrom at 415-514-3531 if you have any questions during this process or other health concerns related to your lab duties (i.e. allergies to latex, etc.).
4. You will be asked to provide an account/fund for the OHP visit.

Date of initial visit at OHP _____

Exposure Hotline - 24Hour pager:

415-719-3898

Employee Contact Information

Note: This information is given voluntarily. It should be filed with a lab manager but it is confidential. The lab manager will keep it secure and will not distribute it.

Name: _____ File Date: _____

Lab PI: _____

Lab Department: _____

Location of Lab bench/Office: _____

Employee at Work:

Email: _____

Phone: _____

Cell Phone: _____

Pager: _____

Employee at Home:

Phone(s): _____

Home Address: _____

Emergency Contact: _____

Relationship of Contact to Employee: _____

To reach Contact Person at Work:

Email: _____

Phone: _____

Cell Phone: _____

Pager: _____

To reach Contact Person at Home:

Phone(s): _____

Home Address: _____
