

**Department of Civil & Env. Engineering (CEE), J. Amorocho Hydraulics Laboratory
Safety Orientation & Training for New Laboratory Personnel**

Prior to completing this site safety orientation and training, all laboratory personnel must have successfully completed the [UC Laboratory Safety Fundamentals](#) course. Completion of this training is required prior to personnel being granted unescorted access to the laboratory. This serves to satisfy components of the [University of California Policy - Laboratory Safety Training](#) and UC Davis policy [PPM290-56](#).

I _____ confirm receipt of training on the listed topics on
(print name, trainee)

_____ from _____. All of my questions regarding
(date) (print name, trainer)

this material have been answered. Topics have been initialed, or marked with an “X” where not applicable.

(signature, trainee) (signature, trainer)

Initial	Topic	Action
EMERGENCY PROCEDURES		
	Spill Procedures	Show location of spill kit(s), SafetyNets #13 , and describe procedures.
	First Aid Kits:	Location(s) and description of contents.
	Phone:	Location(s), detail dialing instructions, ‘911’ dialing instructions, bomb threat card.
	Emergency Response Guide:	Location(s) of flipchart guide, discuss scenario actions
	Emergency Action Plan:	Review Emergency Action Plan . Demonstrate both paths to Emergency Assembly Area
	Warn Me:	Enroll in UC Davis Warn Me emergency alert system, recommend registering cellular phone number. https://warnme.ucdavis.edu
	Injury Reporting:	Immediately report injury or work related illness to supervisor. Follow procedure outlined at http://safetyservices.ucdavis.edu/article/injury-reporting-procedure or in the safety training binder located in Safety Coord. office
ADMINISTRATIVE CONTROLS		
	Department IIPP:	Location (Safety Coord. office) and review: Injury & Illness Prevention Plan (IIPP)
	Hazard Communication Program:	General Haz Com Program Location and content description. Complete online HazCom Training http://safetyservices.ucdavis.edu/training/hazard-communication
	Safety Data Sheets (SDSs):	Demonstrate electronic access, describe laboratory hard copy SDSs, http://safetyservices.ucdavis.edu/ps/cls/msds
	Ergonomics:	Train employee on proper body mechanics.

ADMINISTRATIVE CONTROLS

Standard Operating Procedures (SOPs):	Location of lab's SOPs, describe required approvals. Identification of areas requiring specific SOP use, and laboratory safety rules.
Online training courses:	Demonstrate electronic access and obtain proof of completion (Electrical Safety, Hand and Power Tool Safety, Heat Illness Prevention, and UC Shop Safety: http://safetyservices.ucdavis.edu/tr/lmsL)
Lockout/Tagout:	For employees 'authorized' to work on energized equipment, show the energy isolation, lockout locations, review Cal/OSHA requirements for lockout, and review of written lockout/tagout procedures.

PERSONAL PROTECTIVE EQUIPMENT

Eye Protection:	Glasses must fit appropriately, be comfortable to wear, and stay securely in place. When a face shield is required, demonstrate proper use, care and storage.
Gloves:	Location(s), provide knowledge and resources to select correct type. Instruct proper procedure to don and doff.
Hearing Protection:	Location(s), provide knowledge and resource to select correct type. Instruct proper use.

OTHER

Chemical Storage Location(s):	Location(s) and segregation rules, volume limits (>10 gallons requires flammable storage cabinet).
Hazardous Waste:	Overview of laboratory hazardous waste procedures. Demonstrate proper labeling, describe proper storage requirements, and detail pickup/removal procedures WASTE. http://safetyservices.ucdavis.edu/article/waste
Specialized Equipment:	Review of safety procedures for proper operation. e.g., Hand and power tools, tail gate, pump, motor and VFD system of Large Indoor Flume, chiller system, sump drainage pump.
Emergency Pump Shut-off	Location(s), procedure and reporting rules, Describe in detail: Never operate a piece of equipment if you are not properly trained.

LAB RULES AND ETIQUETTE

- Closed toe/heel shoe attire must be worn at all times by all workers who are occupying or entering a laboratory/technical area.
- Notify the lab manger in advance if you want to bring a guest into the lab. Guests must be escorted at all times and adhere to all lab policies including wearing proper attire and protective equipment
- Do not prop open lab doors. A closed lab door provides a temporary fire barrier, prevents unauthorized entry and helps to maintain proper ventilation
- Do not share your lab access key
- All containers (beaker, flask, wash bottle, etc.) that are not empty must be **clearly labeled for contents**. This includes water, liquid soap, and all chemicals.