

### **Summary of required safety training for new and existing research personnel.**

1. **PI**- Adds new personnel to lab hazard assessment roster (LHAT) :  
<https://ehs.ucop.edu/myboard/splash>
2. **PI or Student/Lab Personnel**- Email [sdps@ucdavis.edu](mailto:sdps@ucdavis.edu) to be added to the system so they can take the online safety trainings.
  - a. Direct them to complete **UC Laboratory Safety Fundamentals**, before contacting their representative for site-specific safety orientation.
3. **PI**- Directs personnel to complete appropriate extra online training.
  - a. LMS has a number of good trainings, assign trainings based on specific lab duties.
  - b. Safety Coordinators can suggest additional trainings or help find trainings- just ask.
4. **Safety Coordinators**-Provides site-specific safety orientation
5. Issue **proper protective equipment**- Environmental labs- Shannon will hand out lab coats until they run out but glasses and gloves are the PI's responsibility.
6. **Safety Coordinators**- Provide annual refresher training on elements of IIPP, EAP & CHP; these elements are covered in the site-specific safety orientation and for all new graduate students during the fall quarter general safety orientation.
7. **PI**- Will retain written records of all lab specific training for a minimum of three years.
8. **Safety Coordinators**- Will retain written records of all general training for minimum of three years.

### **Required online research safety training courses**

- **Safety Training Matrix:** outlines the minimum medical & training requirements for personnel working in a research setting at UC Davis. Includes all of the below safety training plus additional hazard-specific training (e.g. radiation, lasers):  
[http://cee.engr.ucdavis.edu/wp-content/uploads/2014/01/UCD\\_Lab-Personnel\\_Training\\_Matrix\\_102714.pdf](http://cee.engr.ucdavis.edu/wp-content/uploads/2014/01/UCD_Lab-Personnel_Training_Matrix_102714.pdf)
- **Laboratory Safety Fundamentals:** for all lab workers needing unescorted access to the laboratory. <http://safetyervices.ucdavis.edu/training/uc-laboratory-safety-fundamentals>
- **Laboratory Safety Refresher:** This 30-minute course serves as a refresher for the UC Laboratory Safety Fundamentals course. Required every three years.  
<http://safetyervices.ucdavis.edu/training/uc-laboratory-safety-refresher>
- **Laboratory Safety for Support Personnel:** This 45-minute course for individuals who may enter a laboratory to provide a support function (e.g. IT support), but do not routinely work in a laboratory.  
<http://safetyervices.ucdavis.edu/training/lab-safety-support-personnel>

- **Hazard Communication course:** for all employees who work with hazardous chemicals in an industrial (non-laboratory setting). <http://safetyservices.ucdavis.edu/training/hazard-communication>
- **UC Shop Safety:** This 15-minute course is an introduction to the fundamentals of shop safety (not required). <http://safetyservices.ucdavis.edu/training/uc-shop-safety>

### **Site-Specific safety orientation-Safety coordinators**

- **Ghausi Hall Environmental Labs:** Shannon Ceballos, [siceballos@ucdavis.edu](mailto:siceballos@ucdavis.edu) training form available here: <http://cee.engr.ucdavis.edu/resources/lab-safety-information/>
- **Bainer Hall Shop Space:** Bill Sluis [bksluis@ucdavis.edu](mailto:bksluis@ucdavis.edu) training form available here: <http://cee.engr.ucdavis.edu/resources/lab-safety-information/>
- **J. Amorocho Hydraulics Laboratory (JAHL):** Kara Carr [kicarr@ucdavis.edu](mailto:kicarr@ucdavis.edu)
- **Center for Geotechnical Modeling (CGM):** Chad Justice [cljustice@ucdavis.edu](mailto:cljustice@ucdavis.edu)
- **Advanced Transportation Infrastructure Research Center (ATIRC):** Jeff Buscheck [jbuscheck@ucdavis.edu](mailto:jbuscheck@ucdavis.edu)

### **Annual Safety Training Refresher**

- Form with hyperlinks available here: <http://cee.engr.ucdavis.edu/resources/lab-safety-information/>

### **UCD Policy: PI's, Chair's and DSC responsibilities**

UC Davis Policy and Procedure Manual, Safety Management Program 290-15

<https://ucdavispolicy.ellucid.com/documents/view/273>

Safety Program Guidelines for Principle Investigators: SafetyNet #131

<http://safetyservices.ucdavis.edu/safetynet/safety-program-guidelines-principal-investigators>

Safety Management Program Guidelines for Department Chairs: SafetyNet #129

<http://safetyservices.ucdavis.edu/safetynet/safety-management-program-guidelines-department-chairs>

Safety Management Program Guidelines for Department Safety Coordinators (DSCs)  
SafetyNet #125

<http://safetyservices.ucdavis.edu/safetynet/safety-management-program-guidelines-department-safety-coordinators-dscs>