Summary of PI and Safety Coordinators safety responsibilities 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 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. **PI** - Issue’s **proper protective equipment** - Lab coat, safety glasses and gloves (LHAT specified).

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.

**Online research safety training resources**

- **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):  

- **Laboratory Safety Fundamentals**: for all lab workers needing unescorted access to the laboratory. http://safetyservices.ucdavis.edu/training/uc-laboratory-safety-fundamentals

- **LMS**: Good resource for online trainings (safety services e-Learning)  
  http://safetyservices.ucdavis.edu/training/elearning-lms

- **Safety Nets**: A good resources for safety guidelines and trainings  
  http://safetyservices.ucdavis.edu/safetynet
Laboratory Safety Refresher: This 30-minute course serves as a refresher for the UC Laboratory Safety Fundamentals course. Required every three years. http://safetyservices.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://safetyservices.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, sjceballos@ucdavis.edu training form available here: http://cee.engr.ucdavis.edu/resources/lab-safety-information/
- Bainer Hall Shop Space: Bill Sluis bksluis@ucdavis.edu training form available here: http://cee.engr.ucdavis.edu/resources/lab-safety-information/
- J. Amorocho Hydraulics Laboratory (JAHL): Kara Carr kjcarr@ucdavis.edu
- Center for Geotechnical Modeling (CGM): Chad Justice cljustice@ucdavis.edu
- Advanced Transportation Infrastructure Research Center (ATIRC): Jeff Buscheck jbuscheck@ucdavis.edu

UCD policies: PI’s, Chair’s and DSC responsibilities

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

Safety Program Guidelines for Principle Investigators: SafetyNet #131

Safety Management Program Guidelines for Department Chairs: SafetyNet #129

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