

Safety Training Requirements for New Employees

All new employees, whether in a laboratory or not, must be familiar with the [QB3 Injury and Illness Prevention Program](#) (IIPP) and the [Stanley Hall Building Emergency Plan](#) (BEP). The latest versions of the IIPP and BEP can be found on the QB3 Web site (<http://qb3.berkeley.edu/stanley-hall-facilities-support/>). The IIPP & BEP basic safety training acknowledgement form (see page 2) must be signed by the new employee, and returned to Thom Opal (room 174C Stanley, opal@berkeley.edu), once they've read the IIPP and BEP.

Laboratory employees that use hazardous materials must complete additional safety training. Safety Officers should add new personnel to the Lab Roster Tool database (<https://jwas.ehs.berkeley.edu/lab/roster/list>) so they will appear in the Laboratory Hazard Assessment Tool (LHAT; <http://ehs.berkeley.edu/lab-hazard-assessment-tool-lhat>)

1. New employee must log on to the LHAT (<http://ehs.berkeley.edu/lab-hazard-assessment-tool-lhat>; CalNET authentication required) and complete training on the lab-specific personal protective equipment (PPE) needs. Sign up for a PPE fitting appointment at the *Lab Coat Lair* in University Hall, using this link: <http://calppe.simplybook.me/>
2. *UC Laboratory Safety Fundamentals* training (EHS 101) is required for researchers working in labs where hazardous chemicals are used. The initial training is required prior to beginning research, and must be refreshed every 3 years thereafter. Complete the *on-line* course through the Campus Learning Management System (LMS): <http://jwas.ehs.berkeley.edu/lmsi> (CalNET authentication required; search "ehs 101").
3. Read, understand, and sign/date your laboratory *Chemical Hygiene Plan*. This document includes the Laboratory site safety orientation checklist, which must be completed by each new employee prior to initiating potentially-hazardous laboratory work.
4. *Hazardous Waste Program* training for anyone who generates hazardous waste (15-min. on-line training). Available on the EH&S *Hazardous Waste Program*: <https://jwas.ehs.berkeley.edu/hwp>
5. *Hazardous Materials Spill Response* training for anyone working with hazardous materials (15-min. on-line training; repeat annually). Available through LMS: <http://jwas.ehs.berkeley.edu/lmsi>
6. Complete applicable duty-specific training; sign up through LMS (unless otherwise noted):
 - *BioSafety in Laboratories* (EHS 201) for all researchers who work with recombinant DNA or biohazardous materials. The initial in-person training is required prior to beginning research, and must be refreshed every 3 years thereafter. PI must also notify the UCB BioSafety Officer (bso@berkeley.edu) to include new personnel in the lab BUA (Biological Use Authorization).
 - All who perform research covered by a BUA must complete lab-specific NIH-Compliance recombinant DNA and biosafety training. This EH&S-provided PowerPoint template training is customized by each lab, and training is to be provided by the PI.

- *Bloodborne Pathogens* for research utilizing any human cell line, human bodily fluids or infectious materials. Initial training and required annual refresher are both on-line, and are available via LMS. Also – each researcher must be offered the opportunity to receive a ***Hepatitis B vaccination*** at the Tang Center’s Occupational Health Clinic (at no cost to lab) OR they must complete a Declination of Hepatitis B Vaccination form (obtain the form from EH&S; retain completed forms with lab safety records).
- *Radioactive Materials User Training* for radioactive materials users; complete initial training and required annual refresher in-person courses. Contact Radiation Use Authorization Program Lead, Jason Smith (radsafety@berkeley.edu) for inclusion in the lab’s Radiation Use Authorization (RUA)
- *Laser Safety Initial Training* (EHS 301) for Class 3B or 4 laser users. Also read and sign your Lab’s laser SOP - prior to beginning work with laser
- *Toxic Gas Program* SOPs for researchers using gases registered in the Campus Toxic Gas Program

7. Any applicable Standard Operating Procedures (SOPs) for potentially-hazardous operations.

Assistance with on-line training access:

<http://ehs.berkeley.edu/sites/default/files/lines-of-services/training/AccessProblemSolver/story.html>

QB3 – Stanley Hall
IIPP & BEP Basic Safety Training Acknowledgement

I acknowledge that I have read the QB3 *Injury and Illness Prevention Plan* (IIPP) and the Stanley Hall *Building Emergency Plan* (BEP), and I am familiar with their contents. I also understand that I may clarify any related questions or concerns by contacting the QB3 Department Safety Coordinator, Thom Opal (opal@berkeley.edu; 666-3307).

Name (print)	Signature	Date	PI/Lab or Workgroup	Email Address

Note - both the IIPP and BEP documents may be viewed on-line at
<http://qb3.berkeley.edu/stanley-hall-facilities-support/>