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.


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.

rev. 5/1/2017
• **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 researches using gases registered in the Campus Toxic Gas Program

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

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**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).

<table>
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<th>Name (print)</th>
<th>Signature</th>
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*Note* - both the IIPP and BEP documents may be viewed on-line at [http://qb3.berkeley.edu/stanley-hall-facilities-support/](http://qb3.berkeley.edu/stanley-hall-facilities-support/)