Safety Training Requirements for New Stanley Hall Employees

All new employees must complete the EHS 502 on-line Workplace Safety Program (IIPP) course that is available from the UC Learning Center, and must be familiar with the Stanley Hall Building Emergency Plan (BEP). The latest version of the BEP can be found on the QB3 Web site (http://qb3.berkeley.edu/stanley-hall-facilities-support/). The BEP basic safety training acknowledgement form (see page 3) must be signed by the new employee, and returned to Thom Opal (room 174C Stanley, opal@berkeley.edu).

Laboratory employees who use hazardous materials must complete additional safety training. Lab Safety Contacts (LSC) 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 on-line 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](mailto: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.

8. Employees who use a computer workstation for more than four hours per day are encouraged to complete the on-line Computer Health Matters course through the Campus Learning Management System (LMS): [http://jwas.ehs.berkeley.edu/lms](http://jwas.ehs.berkeley.edu/lms) (CalNET authentication required; search “BEUHSComputer”). This self-evaluation tool is designed to have employees adjust their own personal workstation as they participate. Course completion fulfills a pre-requisite for participation in the *Matching Funds* program (for purchasing new chair, keyboard, or pointing device, etc., as needed.).

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**Assistance with on-line training access:**

QB3 – Stanley Hall
IIPP & BEP Basic Safety Training Acknowledgement

I acknowledge that I have read the Stanley Hall Building Emergency Plan (BEP), and I am familiar with its 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).

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<th>Name (print)</th>
<th>Signature</th>
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Note - the BEP document may be viewed on-line at http://qb3.berkeley.edu/stanley-hall-facilities-support/