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](http://uclearningcenter.berkeley.edu), 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/](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](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](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](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/](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](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.


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](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 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) 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](https://ehs.berkeley.edu/sites/default/files/lines-of-services/training/AccessProblemSolver/story.html) program (for purchasing new chair, keyboard, or pointing device, etc., as needed.).

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


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rev. 10/29/2019
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).

<table>
<thead>
<tr>
<th>Name (print)</th>
<th>Signature</th>
<th>Date</th>
<th>PI/Lab or Workgroup</th>
<th>Email Address</th>
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*Note - the BEP document may be viewed on-line at [http://qb3.berkeley.edu/stanley-hall-facilities-support/](http://qb3.berkeley.edu/stanley-hall-facilities-support/)*