

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 (<https://qb3.berkeley.edu/facilities/stanley-hall/ehs/>). 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).

New 2020 Covid-19 Training Requirement

All employees working in Campus buildings must complete EHS 207 *UC Berkeley Guidelines on Protecting Workers from COVID-19* prior to returning to their work place. This 10-minute on-line course is available through the [UC Learning Center](#).

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.
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 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 researchers 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/lmsi> (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.).

Assistance with on-line training access:

<https://ehs.berkeley.edu/training>

QB3 – Stanley Hall
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; 510-666-3307).

Name (print)	Signature	Date	PI/Lab or Workgroup	Email Address
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Note - the BEP document may be viewed on-line at
<https://qb3.berkeley.edu/facilities/stanley-hall/ehs/>