

VLSB Safety Training Checklist

UC Berkeley System Name: _____

EID/SID# _____ Cal ID S/N (first 6 digits on back) _____ Room #s _____

Access Begin Date: _____ Approximate End Date: _____

☐ Undergrad ☐ Grad Student ☐ Post Doc ☐ Staff ☐ Visiting Researcher/Affiliate ☐ Faculty

PERSONAL EMERGENCY CONTACTS:

Name & Relationship _____ Phone Number _____

Name & Relationship _____ Phone Number _____

TRAINING: Initial safety training is required for all new personnel, and must be overseen by the designated Safety Officer. All items in the checklist below should be included in the training. ***BOTH THE EMPLOYEE AND THE SAFETY OFFICER/ BLDG MGR MUST SIGN THIS FORM TO CERTIFY THAT THE TRAINING HAS BEEN COMPLETED.***

REQUIRED TRAINING FOR ALL NEW PERSONNEL:

- ☐ [EHS 502 Workplace Safety Program](#)
- ☐ [EHS 207 COVID-19 Training](#)
- ☐ Required reading of the [VLSB IIPP](#) the [VLSB BEP](#) which contains emergency response procedures, emergency notification procedures, general safety information, and emergency phone numbers. More information can be found at: [BDS Facilities Primer](#)
- ☐ Location of emergency exits and nearest fire extinguisher and fire alarm location of the emergency meeting site for your specific lab/office
- ☐ Who to contact in the building in an emergency
- ☐ Notification of any potential occupational hazards in the work area
- ☐ Notification of employee's rights to ask questions and report safety hazards without fear of reprisal

ADDITIONAL TRAINING REQUIRED FOR LAB PERSONNEL:

- ☐ [EHS 101 LAB Safety Fundamentals](#)
- ☐ Must complete mandatory EH&S sponsored Lab Safety On-Line Training.
See [UC Learning Center](#) and go to "UC Laboratory Safety Fundamentals, EHS 101"
Attach certificate of completion with Safety Training Form. If you are not a UC Berkeley employee, currently enrolled student your lab may need to contact their HR partner to onboard you, or if you have trouble accessing the course, please follow the Problem Solver here: [Access Problem Solver](#)
- ☐ Must complete mandatory EH&S spill-response training and renew annually.
Again at the [UC Learning Center](#) and search for "Hazardous Materials Spill Response Training"
- ☐ Must complete "Hazardous Waste Program Training" at [UC Learning Center](#)
- ☐ Must complete your Laboratory Hazard Assessment Training (LHAT). Once you have been added to your [Lab Roster](#) you will have access to this training through EH&S website found here: [LHAT](#) This training is required to get your Personal Protective Equipment
- ☐ Read and sign the Chemical Hygiene Plan for the lab (a posted copy is required in each lab); and the online component here: [Chemical Hygiene Plan Online Component](#)
- ☐ Location of spill clean-up supplies
- ☐ Location of emergency eye-wash/shower
- ☐ Location of Safety Data Sheets and safety information: [Safety Data Sheets \(formerly MSDS\)](#).
- ☐ Information concerning hazards of any chemicals to which the employee may be exposed
- ☐ Demonstration of safe lab procedures if hazardous operations are required as part of job
- ☐ Reviewed EH&S required training matrix and enrolled in relevant classes: [Laboratory Training](#)
- ☐ Read and sign all relevant laboratory Standard Operating Procedures
- ☐ Shop safety training (*check only if applicable*)

If intern, volunteer, visiting scholar, or student not currently enrolled, complete and attach Workers' Comp form If a minor also complete and attach UC Liability Waiver and comply with [UCOP Minors in Labs Policy](#)

Signature: _____ Date: _____

Safety Officer or Bldg. Mgr. Signature: _____ Date: _____

Name: Derek Apodaca / Igor Kligman

Form Must Be Completed Before After Hours Access Will Be Issued