



Workplace Specific Safety Training

Instructions

All personnel must receive workplace-specific safety training before starting research or other work in a laboratory. The Faculty/Safety Coordinator needs to discuss the applicable items on this sheet. The Emergency Procedures section **applies to everyone** and needs to be completed separately for each building work is performed in.

General hazard safety trainings, administered by the Safety Office, may be required based on the work hazards. Please refer to [Safety Training Matrix for Laboratory Personnel](#) to determine required general hazard safety trainings for Research personnel.

Maintain a copy of this completed form in the lab as part of the individual’s safety training documentation.

Personal Information

Trainee’s Name: _____ UID#: _____

Lab Group: _____ Position: _____

Building: _____ Safety Coordinator: _____

Laboratory Safety Orientation – *Required if working in a laboratory*

Completion of Laboratory Safety Orientation. Instructions to register for this training can be found at: <https://www.safety.caltech.edu/root-pages/lab-safety-orientation>

Emergency Procedures – *Required*

For Campus emergencies, dial 5000 from a campus phone or 626-395-5000 from a cell phone.

Location of the nearest emergency exit and alternate route(s).

Emergency assembly point for the building: _____

Location of fire extinguishers, eyewash & shower stations, first aid kits, AED’s, and pull stations.

Contents of the [Caltech Emergency Response Guide](#).

Notify Faculty/Supervisor of any injury, illness, near miss, or unsafe conditions.

Update emergency contact information at <http://access.caltech.edu>.

How to retrieve Safety Data Sheets (such as at <https://safety.caltech.edu/root-pages/sds>) if applicable.

I have reviewed and understand the above-mentioned Emergency Procedure items.

Trainee’s Signature _____ Date: _____

Trainer’s Signature _____ Date: _____

Continue to page 2...

Trainee's Name: _____

Lab Group: _____

Lab Directed/ Lab-Specific Safety Training

Caltech labs are required to administer and document training for personnel on the specific hazards of the workplace. The list below are potential topics for lab directed training and can be used to document training provided. The Safety Office is available to assist with these trainings. Send an inquiry to safety.training@caltech.edu or call x6727.

Check Applicable Hazards	Training Topic	Date Trained	Trainer's Initials	Trainee's Initials
<input type="checkbox"/>	Biological Safety Cabinet (tissue culture hood) Use			
<input type="checkbox"/>	BSL 2 Area Entry/Exit and Workflow (PPE)			
<input type="checkbox"/>	Chemical Handling and Storage Procedures			
<input type="checkbox"/>	Chemotherapy/ cytotoxic drugs			
<input type="checkbox"/>	Compressed Gas Use			
<input type="checkbox"/>	Cryogenics Use (i.e. Liquid Nitrogen)			
<input type="checkbox"/>	Glovebox Protocols			
<input type="checkbox"/>	Euthanasia/anesthetic agents			
<input type="checkbox"/>	Fume Hood Use			
<input type="checkbox"/>	Hazardous Waste Procedures			
<input type="checkbox"/>	High pressure applications			
<input type="checkbox"/>	High vacuum applications			
<input type="checkbox"/>	High voltage applications			
<input type="checkbox"/>	Hot Plate Use			
<input type="checkbox"/>	Housekeeping Standard			
<input type="checkbox"/>	Lab-specific SOP:			
<input type="checkbox"/>	Lab-specific SOP:			
<input type="checkbox"/>	Lab-specific SOP:			
<input type="checkbox"/>	Lab-specific Nanomaterial SOP:			
<input type="checkbox"/>	Machinery and/or hand tools			
<input type="checkbox"/>	Personal Protective Equipment			
<input type="checkbox"/>	Protocol for Unattended Experiments			
<input type="checkbox"/>	Working with Class 3b or 4 lasers			
<input type="checkbox"/>	Working with 3D Printers			
<input type="checkbox"/>	Other:			
<input type="checkbox"/>	Other:			
<input type="checkbox"/>	Other:			
<input type="checkbox"/>	Other:			
<input type="checkbox"/>	Other:			
<input type="checkbox"/>	Other:			



Safety Training Matrix for Laboratory Personnel

Purpose: This training matrix identifies minimum training requirements for laboratory personnel working in a research laboratory at Caltech. Responses to the questions in the matrix determine which requirements apply to you. *The Faculty (Principal Investigator) for a laboratory is responsible for ensuring lab personnel are trained.*

Application: These training requirements apply to Lab Supervisors, research personnel, postdocs, graduate students, undergraduate students, visitors, and general lab staff.

Training Timeline:

- **Applicable Lab Specific Training must be completed before beginning unsupervised work in a lab.**
- **All EH&S trainings for Radiation Safety, Laser Safety, viral vectors, and biological toxins must be completed before beginning work in these areas.**
- **All other Safety Office trainings are to be completed at the next available training session.**

* Lab Specific Training*

Safety Office Administered								
Laboratory Safety Orientation	Hazardous Waste Online Training ¹	Aerosol Transmissible Disease Training ¹	Comprehensive Biosafety ²	Bloodborne Pathogens ¹	Radiation Safety Orientation ³	Radioactive Sealed Sources ³	X-ray Diffraction Training	Laser Safety Training ⁴
•								
	•							
			•	•				
			•					
			•					
		•						
					•			
						•		
							•	
								•

While at Caltech, you.....

Laboratory Safety	will work in a laboratory	•
	will work with a fume hood ^A	•
	will generate hazardous chemical waste	•
Biosafety	are at risk of exposure to human materials (blood, tissue, cells, bloodborne pathogens)	•
	will use biohazardous materials in a BSL2 lab	•
	will use a biosafety cabinet ^A	•
	will work with viral vectors	•
Radiation Safety	will work with aerosol transmissible pathogens	•
	will handle radioactive materials	•
	will work with radioactive sealed sources	•
Laser Safety	will work with radiation producing machines (X-Ray, XPS, X-Ray Diffraction)	•
	will work with Class 3B or 4 lasers	•

***Note:** Lab Specific Training is conducted and documented by the laboratory. The [Workplace Specific Safety Training](#) is available on the [Safety website](#) to assist with completing and documenting Lab Specific Training.

To sign-up for Training: Go to 'MyLearn', available through access.caltech.edu, and select 'Instructor-Led'

Other Training Available: EH&S offers a wide array of trainings, many of which are available on demand. Please visit the training website at: <https://safety.caltech.edu/training-/training-opportunities> for a full list of available courses.

NEED HELP? ♦ CONTACT SAFETY!

Phone: (626) 395-6727; Email: safety.training@caltech.edu; Website: www.safety.caltech.edu

Key: Refresher training required ¹ = Annually (available online); ² = Every 3 years for specific modules that apply;

³ = Determined by Radiation Safety Officer, contact Safety; ⁴ = Every 2 years; ^A = Available from Safety Office upon request.