

Rev 7/17



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: _____

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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
☐	Biological Safety Cabinet (tissue culture hood) Use			
☐	BSL 2 Area Entry/Exit and Workflow (PPE)			
☐	Chemical Handling and Storage Procedures			
☐	Chemotherapy/ cytotoxic drugs			
☐	Compressed Gas Use			
☐	Cryogenics Use (i.e. Liquid Nitrogen)			
☐	Glovebox Protocols			
☐	Euthanasia/anesthetic agents			
☐	Fume Hood Use			
☐	Hazardous Waste Procedures			
☐	High pressure applications			
☐	High vacuum applications			
☐	High voltage applications			
☐	Hot Plate Use			
☐	Housekeeping Standard			
☐	Lab-specific SOP:			
☐	Lab-specific SOP:			
☐	Lab-specific SOP:			
☐	Lab-specific Nanomaterial SOP:			
☐	Machinery and/or hand tools			
☐	Personal Protective Equipment			
☐	Protocol for Unattended Experiments			
☐	Working with Class 3b or 4 lasers			
☐	Working with 3D Printers			
☐	Other:			
☐	Other:			
☐	Other:			
☐	Other:			
☐	Other:			
☐	Other:			