

Caltech Workplace Specific Safety Orientation

Instructions

All research personnel must receive workplace-specific safety training before starting research or other work in a laboratory. The Faculty/Safety Coordinator/Designee needs to discuss all applicable items on this sheet. **The Emergency Procedures section is REQUIRED and applies to all researchers (wet and dry labs).**

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

Maintain this completed form in the lab as part of this individual's safety training documentation

Personal Information

Trainee's Name: _____ UID#: _____

Lab Group: _____ Position: _____

Building: _____ Safety Coordinator: _____

Emergency Procedures

- ☐ 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>

Laboratory Safety Orientation - *Available to all students; 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>
- ☐ How to retrieve Safety Data Sheets (such as at <https://www.safety.caltech.edu/sds>)

I have reviewed and understand the above-mentioned information

Trainee's Signature _____ Date: _____

Trainer's Signature _____ Date: _____

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 Use (tissue culture hood)			
☐	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:			

Maintain this completed form in the lab as part of the individual's safety training documentation. If required, forward a copy to the Division Operations Officer (DOO) or to the Program Stakeholder for any unique programs the individual may be attending including SFP, FSRI, SRC, etc.

EH&S Safety Training Matrix for Laboratory and Research Personnel



APPLICATION

These training requirements apply to all laboratory and research personnel and are IN ADDITION TO courses noted by your Mentor, Lab Safety Coordinator or PI on the [Workplace Specific Safety Orientation](#).

LEGEND

Refresher training required:

1 = Annually (available online, must register in MyLearn through ACCESS); **2** = Every 3 years for specific modules that apply; **3** = Determined by Laser / Radiation Safety Officers; **4** = To be enrolled, contact safety.training@caltech.edu

ALL ASSIGNED TRAINING IS MANDATORY.

Required by regulation for workplace compliance. Individual non-compliance is reported to the [Institute Environmental Health and Safety Committee \(EHSC\)](#).

To mitigate risk, all summer students, volunteers, and periodic research personnel must complete the laboratory safety training this season, regardless of any prior attendance.

TRAINING TIMELINE:

- *Applicable Laboratory-Specific Training must be completed, documented, and saved on file in the lab before beginning any unsupervised work in a lab.*
- *Personnel working with Biosafety Cabinets (BSCs), Fume Hoods, or other engineering controls must receive task-specific instruction by the lab before use.*
- *All EH&S training for Radiation Safety, Laser Safety, and Biosafety must be completed before beginning work in these areas.*
- *All other Safety Office trainings are to be completed at their next available training session.*

Laboratory-Specific Training

	WHILE AT CALTECH, YOU...	
LAB SAFETY	Will work in a laboratory	●
	Will generate/manage hazardous chemical waste	●
BIOSAFETY	Are at risk of exposure to human materials (blood, tissue, cells, bloodborne pathogens)	●
	Will use biological materials	●
	Will work with specific biohazardous materials	●
	Will work with aerosol transmissible pathogens	●
RADIATION SAFETY	Will handle radioactive materials	●
	Will work with radioactive sealed sources	●
	Will work with radiation producing machines (X-Ray, XPS, X-Ray Diffraction)	●
LASER	Will work with Class 3B or 4 lasers	●

Aerosol Transmissible Diseases	Biological Toxins Training	Biosafety	Bloodborne Pathogens	Hazardous Waste Online Training	Laboratory Safety Orientation	Laser Safety	Radioactive Material Handling	Radioactive Sealed Sources	Viral Vectors	X-Ray Safety Training
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NEED HELP? ♦ CONTACT THE SAFETY OFFICE!

(626) 395-6727 • Email: safety.training@caltech.edu • Website: safety.caltech.edu