

MRL Safety Training Documentation Form

Please return this form to Sylvia Vogel (sylvia@mrl.ucsb.edu) when complete.

Employee Name: _____ Employee Job Title: _____

Home Department: _____ Employee E-mail address: _____

UCSB Supervisor's Name: _____ Supervisor's Job Title: _____

Check below for all topics reviewed:

_____ Employees of UCSB and of the MRL have specific rights and responsibilities. These are described and available for review in the Campus Emergency Operations Plan (EOP) and Injury and Illness Prevention Plan (IIPP); and in the MRL EOP and IIPP. The campus plans may be reviewed at

<https://www.emergency.ucsb.edu>

The MRL plans (not the same as campus plans) may be reviewed at

<http://www.mrl.ucsb.edu/mrl/info/administration/mrlsafety.html>

_____ In any emergency where there is injury to any person or threat to any structures, **call 911** first and then notify the **Department Safety Representative** (DSR), Amanda Strom (amanda@mrl.ucsb.edu; Rm. 2066F). The Alternate DSRs are Rachel Behrens (rachel@mrl.ucsb.edu; Rm. 2003), and Sara Bard (sara@mrl.ucsb.edu; Rm. 2066E).

_____ Any time the building fire alarm sounds, all personnel in the building must evacuate the building immediately and assemble at the southwest corner of Engineering II. This is the MRL's Emergency Assembly Point.

_____ Santa Barbara is in an earthquake-prone area. Offices and labs must be arranged so that heavy or sharp objects will not fall on the occupants in a quake and so that heavy furniture will not fall in a way that blocks the exit.

_____ During a significant earthquake, occupants should stand in doorframes or take cover under desks until the quake is over. Then all occupants should quickly leave the building and go to the Emergency Assembly Point.

_____ Smoking is not allowed anywhere on the UCSB campus.

_____ Important safety information is usually sent to MRL people via e-mail. Additional information is posted on the Safety Bulletin Board in Rm. 2042, the second floor kitchen.

_____ All required Personal Protective Equipment (PPE) must be worn at all times while in the shared facilities and labs. You can consult the lab-specific Chemical Hygiene Plan (CHP) for the Hazard Assessment and required PPE. You may be required to bring or to purchase your own if the facility doesn't have enough extras.

_____ Everyone has the right and obligation to report any unsafe situation at UC. Such reports may be made directly to the supervisor or anonymously to the DSR or alternate. A Hazard Reporting Form is available at the Safety Bulletin Board, but this form is not required.

_____ Ergonomic training and workspace evaluation is important to help prevent repetitive motion syndrome and is available from the MRL Ergonomics Coordinator Fuzzy Rogers (fuz@mrl.ucsb.edu; Rm. 2066B). Help for alleviating problems may be found in improved keyboards, alternate seating, or other methods. There are campus resources available. See Fuzzy Rogers for more information. See also the UCSB Ergonomics @ Work Program: <https://www.ehs.ucsb.edu/programs-services/ergonomics>

_____ Any employee injured on the job has specific rights and is usually required to report the injury within 24 hours. See Amanda Strom for more information or to report an injury.

LEVEL 1: For Non-Laboratory Users Only

People who do not work in labs need to complete only this general training.

The General Online Training is available at the UC Learning Center: www.learningcenter.ucsb.edu

Once logged in, please search for Course Code SB-UCL0023-ECO, "Safety Orientation/Injury & Illness Prevention Program," and follow the instructions there.

IMPORTANT: Please print out either the Certificate of Completion Diploma or the email you receive from the Learning Center confirming that you have taken the course, and attach to this form. This form is NOT complete without it.

I hereby confirm that I have completed and understood the above general Online Training Module.

MRL Participant's Signature

Date

LEVEL 2: For Laboratory Users Only

People who need lab access need to complete only this lab safety training.

Everyone working in any MRL lab is required to complete lab safety training **BEFORE** starting work.

This includes reading the lab-specific Chemical Hygiene Plan. The class, "Laboratory Safety Fundamentals-Initial" (SBH-UCLSF-FUND-ECO), is available anytime and can be accessed at www.learningcenter.ucsb.edu. The safety training should be updated **every 3 years** by taking the Laboratory Safety Refresher (SBH-UCL0019-REF-ECO).

Please see the next page for instructions to enroll in the Learning Center and complete the Lab Safety Training.

PLEASE CHECK:

_____ I have completed the Lab Safety Training.

_____ I will read the relevant lab-specific Chemical Hygiene Plan(s). The Chemical Hygiene Plan for each MRL Lab is available online here and from lab personnel.
<http://www.mrl.ucsb.edu/chemical-hygiene-plans-mrl-chps>

IMPORTANT: Please print out either the Certificate of Completion Diploma or the email you receive from the Learning Center confirming that you have taken the course, and attach to this form. This form is NOT complete without it.

I understand all of the above and agree to comply with all requirements of safe work practice.

MRL Participant's Signature

Date

I acknowledge that under the UCSB Injury and Illness Prevention Program, supervisors are responsible for training employees in safe work procedures and for documenting this training. I approve this person to work in the MRL.

Faculty Supervisor's Signature

Date

Accessing EH&S Fundamentals of Laboratory Safety Orientation**I. Why do new lab workers need to take EH&S training?**

Per UC policy a “Fundamentals of Laboratory Safety” orientation is required for all UCSB lab workers. Under the policy, academic departments are required to identify new workers and direct them to the appropriate training before lab access is granted.

II. How do workers use the UC Learning Center (UCLC, accessed at www.learningcenter.ucsb.edu) to enroll for the above online courses?

Two enrollment paths exist: 1) Employees and 2) Non-employees. Employees without Social Security numbers, external users, and most undergrads will take the Non-employee path. Visitors here less than 9 days (short-term) will have to make arrangements with the hosting PI to verify and document safety training.

- **Employees** (i.e., those in UC Path, e.g. most postdocs, most graduate students, paid student workers, including undergraduates, staff and visitors with Social Security numbers):
 - To log in to the Learning Center, employees should first activate their UCSB Net ID in the Identity Manager (<https://secure.identity.ucsb.edu/manager/>). Once activated, it may take up to 3 days to sync with the Learning Center. You may contact info@learningcenter.ucsb.edu if you have problems logging in with your NetID.
 - If using the UCLC for the first time you must update your account by identifying your supervisor/Principal Investigator. After login, click on “Profile”, then click on “Browse” next to supervisor name, then follow the directions to select the supervisor. To receive an e-mail proof-of-completion the Profile must be completed. To find the wanted course, use the “Search” function by entering “SBH-UCLSF-FUND-ECO”.
- **Non-Employees:**
 - External users, whether affiliated with a UCSB PI or not, should **request an affiliate UCSB Net ID** through Sylvia Vogel (sylvia@mrl.ucsb.edu) or Fuzzy Rogers (fuz@ucsb.edu) and follow the instructions for activating the temporary UCSB NetID and requesting UCLC access. This may take up to 3 days. For problems logging into the UCLC, contact Sylvia or Fuzzy. **PLEASE NOTE:** If you have ever previously had a UCSB Net ID, follow the instructions under the heading “How can a UCLC account be re-activated?” at this URL: <https://www.learningcenter.ucsb.edu/content/non-employee-login>. For the department, put MTRL. For the sponsor, please put the Facility Manager for the facility you wish to use (one sponsor is enough if you are using multiple facilities).
 - Undergraduate students: UCSB NetIDs do not work in the UCLC for unpaid undergrads, therefore you will log in as “Non-Employee”. Sylvia or Fuzzy will request setup for UCLC access. This may take up to 3 days. You will not need to update your Profile as noted above for employees if you already provided the requested information. When training is completed, you and your supervisor should receive a confirming e-mail you can use as proof-of-completion.

To Obtain Your Training Records:

1. When the worker completes a live/online training they will receive a confirmation e-mail, but only if they completed their “Profile” information as noted above. **Forward a copy of the confirmation email to** Sylvia Vogel (MRL 2066G, sylvia@mrl.ucsb.edu).
2. At any time after training is completed, the learner can go into the UCLC and print out an “**certificate of completion**”. To print: Click on “Transcripts & Certificates”, then select the title of the course. There should now be a “diploma” icon on the left to click on to display and print the certificate.