

## MRL New Participant Safety Training Documentation Form

\*\*\*Please PRINT LEGIBLY and return this form to Sylvia Vogel in MRL 2066G when complete.\*\*\*

Employee Name: _____	Job Title: _____
Home Department _____	Your E-mail address _____
UCSB Supervisor's Name: _____	Their 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 <http://www.ehs.ucsb.edu/units/emplan/emplan.html>
- \_\_\_\_\_ 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 9-911** first and then notify the **Department Safety Representative** (DSR), Amanda Strom ([amanda@mrl.ucsb.edu](mailto:amanda@mrl.ucsb.edu); Rm. 2066F). The Alternate DSRs are Rachel Behrens ([rachel@mrl.ucsb.edu](mailto:rachel@mrl.ucsb.edu); Rm. 2003), and Sara Bard ([sara@mrl.ucsb.edu](mailto: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](mailto: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 <http://ehs.ucsb.edu/units/ergo/ergo.html>
- \_\_\_\_\_ 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 only complete the general training.**

The General Online Training is available at the UC Learning Center: [www.learningcenter.ucsb.edu](http://www.learningcenter.ucsb.edu)

Once logged in, please search for Course Code SB-UCL0L0023-ECO, "Safety Orientation (2018)", and follow the instructions there.

**IMPORTANT: Please print out either the Activity 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**

**Everyone working in any MRL lab is required to complete UCSB EH&S "UC Lab Safety Fundamentals" BEFORE starting work. This includes reading the lab-specific Chemical Hygiene Plan.**

The EH&S training is available in 2 formats: In-Person and Online. The In-Person class, Fundamentals of Lab Safety-LIVE (SBHLSF-LS-FUND-CO-ILT) is much superior but only offered twice quarterly while the Online class, UC Lab Safety Fundamentals (SBHLS-ECO) is available anytime, accessed at [www.learningcenter.ucsb.edu](http://www.learningcenter.ucsb.edu).

Either format is acceptable for people who ONLY use analytical instruments (for which they have completed specific training), or for undergraduates who will work in the lab less than one quarter.

All others are required to take the In-Person Lab Safety class. Since most people need to begin their lab work as soon as possible, we allow TEMPORARY lab access until the next In-Person class by completing the Online class.

*Please see the next page from EH&S for completing the Online Lab Safety Training, and for more information regarding the In-Person Lab Safety class.*

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

**PLEASE CHECK ONE:**

- I have completed the Online Lab Safety Training, and that is all I need.
- I have completed the Online Lab Safety Training, and promise to attend the next In-Person Lab Safety class.
- I have completed the In-Person Lab Safety class.

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>

- I have read the relevant lab-specific Chemical Hygiene Plan(s).

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, i.e., before a key or key card is issued.

### II. How do workers use the UC Learning Center (UCLC, accessed at [www.learningcenter.ucsb.edu](http://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 Personnel and Payroll System (PPS), e.g., most postdocs, most graduate students, paid student workers, visitors and staff 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](mailto: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 logon, 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 “SBHLSF-LS-FUND-CO-ILT” (live) or “SBHLS-ECO” (online).
- **Non-Employees:**
  - Anyone without a Social Security number and external users, whether affiliated with a UCSB PI or not, should **request a temporary UCSB Net ID** through Fuzzy Rogers ([fuz@mrl.ucsb.edu](mailto:fuz@mrl.ucsb.edu)) and follow the instructions for activating the temporary UCSB NetID and requesting UCLC access through EH&S. This may take up to 3 days. For problems logging into the UCLC, contact [info@learningcenter.ucsb.edu](mailto:info@learningcenter.ucsb.edu).
  - Undergraduate students UCSB NetIDs do not work in the UCLC, therefore they will log in as “Non-Employees”. They will be prompted to e-mail EH&S to request setup for UCLC access. This may take up to 3 days. They will not need to update their Profile as noted above for employees if they already provided the requested information. When training is completed, the student and their supervisor should receive a confirming e-mail they 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](mailto:sylvia@mrl.ucsb.edu)).
2. At any time after training is completed, the learner can go into the UCLC and print out an **“activity completion diploma”**. To print: Click on “Quick Links”, then “Training Transcript”, then select the title of the course. There should now be a “diploma icon” to click on to display and print the certificate.