

# 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 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 - **Required for all researchers**

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 or an SFP student**

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](mailto: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.**