



# Workplace Specific Safety Orientation Checklist

## **Instructions**

All personnel must receive workplace-specific safety training before starting research or other work in a laboratory. The Safety Coordinator/Supervisor needs to discuss the applicable items on this sheet. The Emergency Procedures section **applies to everyone** and completed separately for each building work is performed in.

General hazard safety trainings, administered by Caltech’s Safety Office, may be required based on the work hazards.

## **Personal Information**

Trainee's Name: \_\_\_\_\_ UID#: \_\_\_\_\_

Lab Group: \_\_\_\_\_ Position: \_\_\_\_\_

Building: \_\_\_\_\_ Safety Coordinator: \_\_\_\_\_

## **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 Safety Coordinator or Supervisor of any injury/illness, near miss, or unsafe conditions.
- Update emergency contact information at <http://access.caltech.edu>.
- How to access Safety Data Sheets (such as at <https://www.safety.caltech.edu/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](mailto:safety.training@caltech.edu) or call x6727.

Check Applicable Hazards	Training Topic	Date Trained	Trainer's Initials	Trainee's Initials
<input type="checkbox"/>	Workplace Specific Safety Orientation (this form)			
<input type="checkbox"/>	Biological Safety Cabinet (tissue culture hood) Use			
<input type="checkbox"/>	BSL 2 Area Entry/Exit and Workflow (PPE)			
<input type="checkbox"/>	Chemical Handling and Storage Procedures			
<input type="checkbox"/>	Chemotherapy/ cytotoxic drugs			
<input type="checkbox"/>	Compressed Gas Use			
<input type="checkbox"/>	Controlled Substances			
<input type="checkbox"/>	Cryogenics Use (i.e. Liquid Nitrogen)			
<input type="checkbox"/>	Glovebox Protocols			
<input type="checkbox"/>	Euthanasia/anesthetic agents			
<input type="checkbox"/>	Fume Hood Use			
<input type="checkbox"/>	Hazardous Waste Procedures			
<input type="checkbox"/>	High pressure applications			
<input type="checkbox"/>	High vacuum applications			
<input type="checkbox"/>	High voltage applications			
<input type="checkbox"/>	Hot Plate Use			
<input type="checkbox"/>	Housekeeping Standard			
<input type="checkbox"/>	Personal Protective Equipment			
<input type="checkbox"/>	Protocol for Unattended Experiments			
<input type="checkbox"/>	Working with Class 3b or 4 lasers			
<input type="checkbox"/>	Other:			
<input type="checkbox"/>	Other:			
<input type="checkbox"/>	Other:			
<input type="checkbox"/>	Other:			
<input type="checkbox"/>	Other:			
<input type="checkbox"/>	Other:			

**General Hazard Safety Trainings**

Please refer to [Safety Training Matrix for Laboratory Personnel](#) to determine required general hazard safety trainings for Research personnel. Instructions on how to register for trainings is also included.

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