

Safety Training Matrix for Laboratory Personnel

Purpose: This training matrix identifies minimum training requirements for personnel working in a research laboratory at Caltech. Responses to the questions in the matrix determine which requirements apply to you. *The Principal Investigator for a laboratory is responsible for ensuring lab personnel are trained.*

Application: These training requirements apply to Lab Supervisors, research personnel, postdocs, graduate students, undergraduate students, visitors, and general staff.

Training Timeline:

- **Applicable Lab Specific Training must be completed before beginning any work in a lab.**
- **All EH&S trainings for Controlled Substances, Radiation Safety, Laser Safety, viral vectors, and biological toxins must be completed before beginning work in these areas.**
- **All other EH&S trainings are to be completed within 30 days of start.**

REQUIRED TRAINING								
Lab Specific Training*	Lab Safety Orientation	Background Check / Controlled Substances Training	Comprehensive Biosafety ¹	Bloodborne Pathogens ²	Radiation Safety Orientation ³	Radioactive Sealed Sources ³	X-ray Diffraction Training	Laser Safety Training

Are you a Caltech staff, student, postdoc, or visitor who...

Laboratory Safety	will work in a laboratory	•	•					
	will work with controlled substances (contact EH&S)	•		•				
Biosafety	is at reasonable risk of exposure to human materials (blood, tissue, cells, bloodborne pathogens)	•		•	•			
	will use biohazardous materials in a BSL2 lab	•		•				
	will use a biosafety cabinet ^A	•						
	will work with viral vectors	•		•				
Radiation Safety	will work with biological toxins	•		•				
	will handle radioactive materials	•				•		
	will work with radioactive sealed sources	•					•	
Laser Safety	will work with radiation producing machines (X-Ray, XPS, X-Ray Diffraction)	•						•
	will work with high powered lasers (class 3B or 4)	•						•

***Note:** Lab Specific Training is conducted and documented by the laboratory. The [Workplace Specific Safety Orientation Checklist](#) is available on the [Safety website](#) to assist with completing and documenting Lab Specific Training.

To sign-up for Training: Go to 'MyLearn', available through access.caltech.edu, and select 'Instructor-Led'

Other Training Available: EH&S offers a wide array of trainings, many of which are available on demand. Please visit the training website at: <https://safety.caltech.edu/training-/training-opportunities> or a full list of available courses.

NEED HELP? ♦ CONTACT EH&S!

Phone: (626) 395-6727; Email: safety.training@caltech.edu; Website: www.safety.caltech.edu

Key: Refresher training required ¹ = Every 3 years for specific modules that apply; ² = Annually (available online); ³ = Determined by Radiation Safety Officer, contact EH&S. ^A = Also available from EH&S upon request.