



With summer approaching, Caltech is getting ready to welcome a substantial number of new laboratory personnel. Whether they are coming to your laboratories from the SFP programs (SURF, WAVE, or any undergraduate research programs), as new postdoctoral scholars, new graduate students or new laboratory employees; **safety onboarding is a critical component of their safe science journey in Caltech laboratories.**

In accordance with the Institute Injury and Illness Prevention Program ([IIPP](#)), all new laboratory personnel must be adequately onboarded in all aspects of working at Caltech, including the unique hazards associated with laboratories. Please take the time to introduce new lab members to all hazards (chemical, biological, radiation, laser, physical, etc.) that may be present in your laboratory.

- **TIP:** Ask new personnel to save the Caltech emergency number 626-395-5000 in their mobile phone on Day 1.
- Assist them in identifying all [additional safety training](#) they may need to complete prior to beginning work in a laboratory.
- Provide them with [laboratory specific training](#) on the tasks they will conduct.
- Document and maintain accessible records of [laboratory specific training](#). (NOTE UPDATED FORMAT – Use this version!)

The EH&S Office reviews and updates safety resources on a regular basis – please check these links often:

- ☐ [Chemical Safety](#)
- ☐ [Biological Safety](#)
- ☐ [All other Programs](#)

Do not hesitate to contact the Caltech EH&S Office for help:

Extension 6727 or 626-3895-6727

Email: safety@caltech.edu

Visit: B125 Keith Spalding Administration Building

For Safety Training questions: Safety.training@caltech.edu
