

EH&S Safety Training Matrix for Laboratory Personnel

PURPOSE: This training matrix identifies minimum training requirements for laboratory personnel working in a research laboratory at Caltech. Responses to the questions in the matrix determine which requirements apply to you. *The Faculty (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 lab staff.

Faculty with laboratories that generate hazardous waste are required to complete the Hazardous Waste Online Training annually.

TRAINING TIMELINE:

- **Applicable Lab Specific Training must be completed before beginning unsupervised work in a lab.**
- **All EH&S trainings for Radiation Safety, Laser Safety, viral vectors, and biological toxins must be completed before beginning work in these areas.**
- **All other Safety Office trainings are to be completed at the next available training session.**

While at Caltech, you.....

		Laboratory Specific Training	Safety Office Administered								
			Laboratory Safety Orientation	Hazardous Waste Online Training ¹	Aerosol Transmissible Disease Training ¹	Comprehensive Biosafety ²	Bloodborne Pathogens ¹	Radiation Safety Orientation ³	Radioactive Sealed Sources ³	X-ray Diffraction Training	Laser Safety Training ⁴
Laboratory Safety	will work in a laboratory	•	•								
	will work with a fume hood ^A	•									
	will generate or manage hazardous chemical waste	•		•							
Biosafety	are at 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	•			•						
	will work with aerosol transmissible pathogens	•		•							
Radiation Safety	will handle radioactive materials	•					•				
	will work with radioactive sealed sources	•						•			
	will work with radiation producing machines (X-Ray, XPS, X-Ray Diffraction)	•							•		
Laser Safety	will work with Class 3B or 4 lasers	•								•	

***Note:** Laboratory Specific Training is conducted and documented by the laboratory. The Workplace Specific Safety Training 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 EH&S [training website](#) or a full list of available courses.

NEED HELP? ♦ CONTACT SAFETY!

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

Key: Refresher training required: **1** = Annually (available online, must register in MyLearn thru ACCESS); **2** = Every 3 years for specific modules that apply; **3** = Determined by Radiation Safety Officer, contact [Safety](#); **4** = Every 2 years; **A** = Available from Safety Office upon request.