

# Lab Safety Orientation:

We are committed to conducting our work efficiently and in a way that ensures the protection of workers, the public, and the environment. The **I**ntegrated **S**afety and **E**nvironmental **M**anagement **S**ystem (ISEMS) integrates safety into work practices at all levels. "Each individual is directly responsible for ensuring his or her own safety and for promoting a safe, healthy and environmentally sound workplace and community."

## EMERGENCY PHONE NUMBERS

- For **life-threatening emergencies** or **fire** call from any **UCSF land line**: 9-911
- For **life-threatening emergencies** or **fire** call from **cell phones**, SF County: 553-8090
  - Chemical/Biological/Radiological Spill: 9-911
  - NeedleStick Hotline (24 Hour Pager): 9-719-3898
- For non-life-threatening emergency, suspicious person sighting (UCPD): 9 911
- For facilities/equipment emergencies call: 476-2021

## UCPD WARNME:

WarnMe is UCSF's alerting and warning service. It is activated to contact you when there is an immediate threat to safety or health affecting the campus community. WarnMe can alert you by phone, text message or email. To sign up go to the UCPD web site at <http://www.police.ucsf.edu/>

## EMERGENCY ACTION PLAN (EAP)

Before starting work in your lab you must read your Department Emergency Action Plan.

1. a. In a global emergency, that requires entire building to be evacuated, leave the building and proceed to your designated assembly area at: \_\_\_\_\_  
b. In a local emergency, if you are in a high-rise (over 6 floors) evacuate to 4 floors below your level. If the alarm is sounding on that level, evacuate to your designated assembly area.  
c. Check in with your floor warden, \_\_\_\_\_ before leaving assembly area.
2. In an emergency while you are alone in the lab or at home - an event that prevents you from coming back to work, such as earthquake, fire, power outage, call your PI at: \_\_\_\_\_ and/or your Lab Manager at \_\_\_\_\_ or the UCSF Hotline, 502-4000.
3. Be familiar with Emergency Shutdown Procedures for your area. The procedures should be executed before evacuating the building **only if it is safe to do so**. Delegated individuals may be permitted into the building to perform shutdown.

### 4. KNOW THE LOCATIONS OF:

<u>Item</u>	<u>Location</u>
Emergency Exit	_____
Fire Extinguishers	_____
Fire Alarms	_____
Emergency Eye Washes	_____
Emergency Showers	_____
First Aid Kits	_____
Fire blankets	_____
Flashlights + batteries	_____
Emergency kit	_____
Chemical spill supplies	_____
Material Safety Data Sheets (contain important information on chemicals)	Bookmark the EHS website: <a href="http://www.ehs.ucsf.edu/MSDS/oehsMSDS.asp">http://www.ehs.ucsf.edu/MSDS/oehsMSDS.asp</a>

5. If you are injured at work and require **immediate** attention call **9-911** or go to the **Emergency Room**. For other injuries inform your supervisor and determine if you need to call **Employee Health Services** (885-7580). Complete Employee Incident Report and submit to Human Resources-Disabilities Management Services <http://ucsfhr.ucsf.edu/files/EIR.pdf>

**REPORT ALL ACCIDENTS AND HAZADOUS SITUATIONS TO YOUR SUPERVISOR IMMEDIATELY.**

# Researcher Orientation Checklist

Name: \_\_\_\_\_ Lab PI: \_\_\_\_\_

- University Orientation: **(contact your Department Administration)** \_\_\_\_\_ Date \_\_\_\_\_
1. Obtain a university proxy ID badge and have it activated. \_\_\_\_\_
  2. Obtain a lab coat and get an email account. \_\_\_\_\_
  3. Complete mandatory HIPAA training. \_\_\_\_\_  
<http://www.research.ucsf.edu/CHR/HIPAA/HIPAAtrng/hipaa1.HTM>
  4. File Contact information with: \_\_\_\_\_
  5. Sign out key(s)/codes(s) and activate proxy card. \_\_\_\_\_  
 Location \_\_\_\_\_

## Basic Safety Training:

1. Request a Research On Line/RIO account: \_\_\_\_\_  
<https://www.researchonline.ucsf.edu/requestLogin.asp>
2. Fill out the Mandatory Universal Hazardous Use/Training Form\* \_\_\_\_\_
3. Check with your supervisor to determine which training you need: \_\_\_\_\_

Class	Date	Class	Date
Lab Safety for Researchers		Q-Fever Prevention	
Laboratory Fume Hood		Animal Biosafety Level I, II, III	
Lab Safety for Assistants		Hazardous Waste Mgmt	
Radiation Safety		Formaldehyde Training	
Bloodborne Pathogen		Controlled Substances Safety	
Bio Safety Level 2		Office Ergonomics	
Safe Shipper (Infectious Substance)		Fire Safety	
Hepatitis B		Human Subjects Protection	

- Animal training (see Animal Welfare page for details)...
4. Submit the appropriate forms to support your training (from <http://www.ehs.ucsf.edu>):
    - Dosimetry Request Card \_\_\_\_\_
    - Information for Authorized User of Controlled Substances \_\_\_\_\_

\* Ask your PI or lab manager to request addition of your name to appropriate Hazardous Materials Authorizations (radioactive, biological & controlled substances) before performing any work.

## Communicable Disease Prevention Program is managed by UCSF Occupational Health (OHP) & Health:

[http://www.occupationalhealthprogram.ucsf.edu/Forms/Hepatitis\\_B\\_Consent\\_Declination.pdf](http://www.occupationalhealthprogram.ucsf.edu/Forms/Hepatitis_B_Consent_Declination.pdf)

If you work with animals, refer to page 5

If you work with patients or human samples, refer to page 6.

## UCSF Policy Regulations

1. Obtain Material Transfer Agreements (MTA) to send proprietary reagents
2. Know how to keep proper lab notebooks by consulting this link   
<http://www.otm.ucsf.edu/docs/otmLabProc.asp>
3. Be aware of University whistleblower policy: <http://whistleblower.ucsf.edu/>
4. Familiarize yourself with harassment policies: <http://worklife.ucsf.edu/oshpr/policies/policy.html>

## Overall Safety Check:

1. Emergency Action Plan I have read and understand the EAP
2. Emergency Phone numbers I know where these are posted
3. Basic Lab Safety Rules I have read and understand attached rules
4. Emergency Evacuation Route: my Dept/ neighborhood emergency assembly site \_\_\_\_\_

Signature

Date

Keep copies of all training records and your Research Online login and password.

## Basic Lab Safety Rules:

All jobs are performed within the guidelines of the **Illness and Injury Prevention Program (IIPP)**; Review [http://www.ehs.ucsf.edu/Manuals/IIPP/IIPP-Department\\_or\\_School\\_2007.pdf](http://www.ehs.ucsf.edu/Manuals/IIPP/IIPP-Department_or_School_2007.pdf) before beginning work; tasks should be identified, the associated hazards evaluated, and a set of safety standards and requirements established. This is most easily done by performing a "dry run" in advance.

1. **Be familiar with the hazards, handling procedures and disposal methods** for all the chemicals you will be using in an experiment. Review **Material Safety Data Sheet (MSDS)** online and/or check with your **Departmental Safety Advisor (DSA)** <http://www.ehs.ucsf.edu/P&S/FindDSA.asp>
2. It is your responsibility to **use appropriate Personal Protective Equipment**: lab coats, gloves, protective eyewear, etc. for the work you are doing. Be familiar with appropriate **PPE** for the work you do and where it is located. **It is highly recommended that knee-length lab coats and closed-toed shoes be worn in labs while experiments are being carried out.** Lab coats are *always* required when working in BSL2/BSL3 labs, when handling radioactive materials and/or when working with hazardous chemicals.
3. **Do not walk through office areas**, conference, and eating rooms with lab coats or lab materials.
4. **Lab Gloves should not come into contact with door handles, elevator buttons, or phones**, etc.
5. Food or drink storage is allowed only in designated refrigerators. **No eating or drinking is allowed in labs.** No food or drink waste should be disposed of in lab trash cans.
6. If you handle **human tissue or blood**, prepare yourself by adhering to the guidelines in, "Preparation for Working with Human Patients or Tissues."
7. **Liquid Nitrogen** can cause severe burns. When handling it, use appropriate **PPE**: clothing, eyewear and gloves.
8. **Phenol** can cause severe burns. When handling it, work in fume hood with appropriate PPE: lab coats, goggles and gloves. Take extra precautions when working with **Phenol:chloroform** mixtures, as chloroform can dissolve gloves, exposing skin to phenol burns.

## Waste Disposal guidelines:

1. **Needles, syringes, glass Pasteur pipettes, razor blades and scalpels** must be disposed whole in sharps container to be collected by EH&S.
2. **Broken glass** or other **sharp objects** should not be placed in normal trash containers. Place in appropriate box (i.e. sturdy cardboard, lined with plastic).
3. All **Biohazard or Medical Waste** must be put in a RED bag placed within a hard-sided biohazard container with a tight-fitting lid. The bags must be sealed. See your lab supervisor for the correct procedure.
4. **Chemical waste** must be properly labeled and tagged by user for pickup by EH&S, within 60 days. See your lab supervisor for the correct procedure. Also, Online (Chemical Waste) Tag Program is now available in <http://otp.ucsf.edu/>
5. **Radioactive** waste must be segregated and tagged by user for pick-up by EH&S. See your lab supervisor for the correct procedure.

## Animal Welfare Training and Facility Access:

**IACUC** is the Institutional Animal Care and Use Committee: <http://www.iacuc.ucsf.edu>

**LARC** is the Laboratory Animal Resource Center: <http://www.larc.ucsf.edu>

See your Lab Manager for *lab specific* training.

### Training requirements:

1. **Basic Regulatory and Ethical Requirements**  
Take the online classes **BRER I** (required for all users) and **BRER II** (required if you are performing anesthesia and/or surgery) at: <https://www.researchonline.ucsf.edu/>.
2. **Hands-on species-specific training** (required for all users of sheep and primates and users with < 12 months of experience with the species they will work with).
  - For Rodent basic handling training sign up online at <http://www.iacuc.ucsf.edu/Training/awTrain.asp>.
  - For other species or special techniques (blood collection, gavage, etc.), email [TrainerIACUC@research.ucsf.edu](mailto:TrainerIACUC@research.ucsf.edu) or call 502-7408 to schedule training.
3. Complete the **Medical Health Screening (MHS)** Questionnaire <https://www.researchapps.ucsf.edu/RIO/login.aspx> See EH&S contact information below if you have health questions or concerns about working with any species.
  - If you will work with sheep or non-human primates, you must schedule an appointment to complete species specific health requirements and obtain a health clearance. For any questions, you may contact Dr. Krista Lindstrom at [krista.lindstrom@ucsf.edu](mailto:krista.lindstrom@ucsf.edu).
4. **Facility orientation:**  
An appointment is required. Check with your supervisor or call the LARC office 476-2204 for the LARC facility Supervisor's name and contact information for your site.
  - If you will work in Parnassus Services Building, you must also take the Rodent Barrier Training (PSB only) Online tutorial found in Research Online at <https://www.researchonline.ucsf.edu/>
5. **For your health and safety**, review the information at <http://www.iacuc.ucsf.edu/Safe/awSafeOhs.asp> for worker protection policies, species specific concerns, a quick guide to working safely with animals, contacts and emergency procedures.

### Facility Access:

1. Ask your PI or lab manager to request addition of your name to the appropriate **IACUC protocols**. You must **read, understand** and **sign** the protocols before performing any animal work.
2. Request activation of your proximity card to give access to the appropriate LARC facilities and rooms (consult your lab manager for the correct procedure).
  - Download the UCSF Photo ID Proximity Card Request form from the **Facilities Access** link on the LARC website <http://www.larc.ucsf.edu>
  - Obtain the required signatures; fill in only your name, title, department, card #, campus address and species you work with. At the top, write your P.I.'s name, plus the buildings and room numbers where you need access.
  - Bring the form to the LARC business office during business hours for activation.

NOTE. All training requirements must be completed before you will be authorized to use animals. Access to the animal facilities will not be granted until IACUC authorization is given.

## Preparation for Working with Human Patients or Tissues.

Anyone in the lab working directly with **human blood**, **human cell lines** and/or **patients**, must understand the risk factors associated with their work and must be properly immunized. For immunization screening and documentation, you must **schedule an appointment** with the **UCSF Occupational Health Program (OHP)** and complete the appropriate forms. All of the forms indicated below will be sent to you by the OHP when you schedule an appointment.

### General Requirements:

**If you work directly with human blood, human tissues and/or human cell lines, you will need to:**

1. Complete the Bloodborne Pathogen Standard Training course.
  - Go to: <https://www.researchonline.ucsf.edu/> to access this course.
  - Bloodborne Pathogen training must be refreshed annually.
2. Contact OHP (information below) for screening or immunization and schedule an appointment if necessary.
3. Download Hepatitis B Vaccine Compliance form. Complete and submit to OHP.  
[http://www.occupationalhealthprogram.ucsf.edu/Forms/Hepatits\\_B\\_Consent\\_Declination.pdf](http://www.occupationalhealthprogram.ucsf.edu/Forms/Hepatits_B_Consent_Declination.pdf)

**If your job requires you to have face-to-face patient contact you will also need to:**

1. Fill out OHP Initial TB Screening Questionnaire (+ annual refresher).
2. Complete immunity screening (measles, mumps, rubella, and varicella).

**To Fully Determine Your Risk and Contact the OHP office:**

1. Schedule an appointment: 415-885-7580 or OHP.  
Your appointment will be at the OHP office, 350 Parnassus, Suite 206.
2. You will be emailed the appropriate vaccination and TB screening forms. Fill them out before your appointment.
3. Bring your personal immunization records to the appointment.
  - After the screening process at the OHP meeting, your info will be on file with the OHP; Keep copies for your own records.
  - Call Dr. Krista Lindstrom at 415-514-3531 if you have any questions during this process or other health concerns related to your lab duties (i.e. allergies to latex, etc.).
4. You will be asked to provide an account/fund for the OHP visit.

Date of initial visit at OHP \_\_\_\_\_

**Exposure Hotline -24Hour pager: 415-719-3898**

## Employee Contact Information

**Note:** This information is given voluntarily. It should be filed with a lab manager but it is confidential. The lab manager will keep it secure and will not distribute it.

Name: \_\_\_\_\_ File Date: \_\_\_\_\_

Lab PI: \_\_\_\_\_

Lab Department: \_\_\_\_\_

Location of Lab bench/Office: \_\_\_\_\_

Employee at Work:

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Pager: \_\_\_\_\_

Employee at Home:

Phone(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Relationship of Contact to Employee: \_\_\_\_\_

To reach Contact Person at Work:

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Pager: \_\_\_\_\_

To reach Contact Person at Home:

Phone(s): \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_