

ESP-IIPP-Appendix I **General Safety Training Checklist for ESP**

This training checklist consists of the minimum safety training that the Principal Investigator, lab manager or supervisor should go over with individuals in the work area. Please add to this sheet any addition safety topics you cover with your employee/interns/volunteers. Please store this document in the work area's safety training binder and the ESP department's Addendum's Binder with Jennifer Carriere.

All ESP

- Has read/been trained on the Illness and Injury Prevention Program (IIPP) and knows where it is located.
- Knows the location of the first aid kit.
- Knows the location of the fire extinguishers and the location of the fire alarm pull stations.
- Has been trained to perform all work duties and knows the hazards of each job function in their completed
- Job Safety Analysis (JSA). Refer to Appendix B in the IIPP.
- Has read the appropriate "Ergonomics and Body Mechanics" information specific to their job description. (<http://safetyservices.ucdavis.edu/ps/ebm>)
- Has read the Emergency Action Plan
- Knows when and how to communicate a hazard:
 - a. Start with the "Hazard Alert / Correction Form (Appendix A)
 - b. Secondly, use the Employee Hazard Report online if the IIPP "Hazard Alert/Correction Form" is not effective (<http://safetyapps.ucdavis.edu/ehs/hazreport/>)
- If you are an office worker who occasionally walks into a lab, you have been trained in the online class called "Lab Safety for Support Personnel"

All Lab workers

- Has taken UC online class "Fundamentals of Lab Safety"
- Knows the location of the laboratory Chemical Inventory
- Knows the location of the emergency eyewash stations and emergency showers
- Has read the Safety Net #13 on how to clean up a spill in the laboratory
- Knows the location of the emergency chemical spill kit
- Has read and knows the location of the laboratory's Chemical Hygiene Plan
- Knows the location of the Safety Data Sheets (SDS) and knows how to access them online.
- Has been trained in the appropriate Standard Operating Procedures (SOPs) in the laboratory.
- Has been trained in proper Hazard Waste Disposal and waste label creation.

All Field Employees

- Has been trained in Heat Illness (online class)
- Has been trained in Hantavirus (<http://safetyservices.ucdavis.edu/ps/occh/acuohp/pem/hantavirus>)
- Has been trained in boat safety, if applicable
- Has been trained with the Field Safety Planner (<http://safetyservices.ucdavis.edu/ps/rm/rmr/fieldOperationalPlanner>)

All individuals working with animals

- Has been properly trained to work with animals (<http://safetyservices.ucdavis.edu/ps/a>)

Name and signature of P.I. or Supervisor

date

Name and signature of employee, student or volunteer

date