

Hartenstein Laboratory Safety Orientation

Created and last revised by Kathy Ngo on 04/02/2011

1. Safety training is required prior to working in this lab. You must provide documentation to the safety representative. Complete the online training at <http://training.ucla.edu/ehs>. Print out the certificates or the summary page showing Course Title and Training Dates upon completion. Give the print out to the lab safety coordinator.
2. All laboratory workers must attend the Lab Safety Fundamental Concepts Training class (three hours) offered by EHS.
3. All laboratory workers must complete personal protection equipment (PPE) training and document such as training with the lab safety representative.
4. All laboratory workers must read the entire Lab Safety Manual.
5. All laboratory documents are located on the marked shelf in 5009 TLSB entry cove including the laboratory safety manual and chemical hygiene plan; Material Safety Data Sheet (MSDS) Compendium (three binders and in alphabetical order). Take a moment to locate these items.
6. Absolutely NO FOOD, DRINK, GUM, SMOKING is allowed in the laboratory at any time. Do not discard food items in the laboratory trash cans as it is automatically assumed that the items were consumed in the laboratory in the event of an inspection.
7. Always wear close-toed shoes and a knee-length laboratory coat. In addition, when performing hazardous procedures, wear safety glasses.
8. When walking through the corridors, you may only have one gloved hand. Use the ungloved hand to open doors, push elevator buttons, etc.
9. In case of emergency requiring evacuation of the laboratory, our group will meet in front of TLSB and check in with Amelia.
10. The closest eyewash and emergency shower are located right across 5009 TLSB entry cove.
11. The location of the fire extinguisher is 5009 TLSB entry cove.
12. The location of the first aid kit is in the drawer labeled first aid in the sink between 5045A9 and 5009 entry cove.
13. The location of the chemical spill kit is under the sink in between 5045A9 and 5009 entry cove.
14. Lab Specific Hazards
 - a. Formaldehyde—read the laboratory safety manual and SOP-formaldehyde.
 - b. BrdU – read SOP – BrdU.
 - c. Hazardous waste – read the laboratory safety manual.
15. Laboratory doors are to be kept closed at all times. If you see anyone you do not recognize in your laboratory, you must confront the person and ask "Who are you and how may I help you?"
16. If there are any questions concerning safety, contact Amelia or Kathy.

I, _____, have read and understand the information in the above lab orientation document.

Date: _____

Signature: _____