

Department of Evolution and Ecology Safety Guidelines

Below is a guideline to help you be safe and meet necessary regulations to run your lab or office. This guideline is intended to make being safe easier. If you need assistance with any of the following, please contact the people listed below.

Checklist for non-chemical labs and offices:

- **Injury and Illness Prevention Program (IIPP)**
 - This document is provided for each lab/office by EVE. It should include Appendices A to G. These appendices are forms and templates that need to be completed from time to time. Appendix G is the **Emergency Action Plan (EAP)**. Make sure you have the most updated version from the EVE website.
- **IIPP training:**
 - Organize a lab meeting or individually train members on the following:
 - Orient members on physical work space including: location of fire alarms and extinguishers, first aid kit, fume hood, spill kit, and IIPP binder with EAP
 - Review IIPP and the EAP
 - All lab members (including PI) need to review and sign a Job Safety Analysis (JSA) for Office work. Complete Lab Work JSA if you are
 - Use the template in App F to document training of IIPP, EAP and JSA. Everyone should sign and date this. Save this documentation and signed JSAs in the 'Training Documentation' section of your binder.
 - **ALL** lab members need the above orientation and training. Only brief reviews are required annually thereafter.
 - Complete the Worksite Inspection form (App C). This also needs to be done annually. Keep completed forms in App C.
- **Summary of things to do:**
 - Annually review IIPP, EAP and JSA.
 - Annually complete worksite inspection form.
 - Any new member to the office or lab needs to complete the above training.

Checklist for labs using chemicals:

- **Injury and Illness Prevention Program (IIPP)**
 - Follow the guidelines above.
- **Chemical Hygiene Plan (CHP)**
 - This document needs to include all Standard Operating Procedures (SOP) for the lab in App A and Material Safety Data Sheets (MSDS) for all chemicals in the lab. SOPs need to be written for hazardous chemicals or procedures. See Crystyn Chase to determine what SOPs your lab needs. Templates are available through EH&S and online. UCLA has a large database of SOPs (<http://www.sop.ehs.ucla.edu/>) that you can use to guide your SOP. MSDSs can be available online or in printed form. All lab members must know how and where to access.
 - A chemical inventory must be kept up-to-date via the campus Chemical Inventory System (CIS) at (<http://safetyservices.ucdavis.edu/ps/hmhwm/cis>). Within this system is an annual self-audit that fulfills campus and CUPA regulations.
- **CHP Training:**
 - Organize a lab meeting or individually train members on the following:
 - Orient members on physical work space including: location of fire alarms and extinguishers, first aid kit, fume hood, spill kit, CHP binder, chemical storage, designated chemical use areas, etc.
 - Review CHP, especially SOPs, MSDS, appropriate PPE, chemical handling, storage and spills (SafetyNet #13).
 - All lab members, including PI, need to sign SOPs after training.
 - Training MUST be documented. A simple meeting agenda that outlines everything that was reviewed can be used as documentation. All attendees need to sign this agenda.
- **Other Training Requirements**
 - All lab members need to complete the **UC Laboratory Safety Fundamentals Course** (<http://safetyservices.ucdavis.edu/tr/lmsL/UCLabsf>) every three years.
 - Every lab needs to complete the **Laboratory Hazard Assessment Tool (LHAT)** at (<https://ehs.ucop.edu/lhat>). The PI needs to initiate the process and assign lab

- members to the LHAT. This tool will determine the hazards in the lab and what types of Personal Protective Equipment (PPE) are needed. There is also a short training video and quiz for all lab members. Completion will result in vouchers to receive the appropriate PPE. Contact Thien if you need help with this training.
- Use this [matrix](#) to determine if your lab members need other training.
 - **Summary of things to do for PI and lab manager:**
 - Annually review and retrain lab members on IIPP, EAP, and JSA.
 - Annually complete worksite inspection form.
 - Annually review CHP and SOPs.
 - Annually complete CIS self-audit and update chemical inventory
 - Make sure all lab members have completed the UC Lab Safety Fundamentals Course within the last three years.
 - **Summary of things to do for new lab members:**
 - Receive training on lab orientation, IIPP, EAP, JSA, CHP (including SOPs, MSDS, and safetyNet #13), and UC Lab Safety Fundamentals Course.
 - Be sure new members are added to lab group in LHAT and complete the training within LHAT.
 - **Summary of things to do for continuing lab members:**
 - Annually review IIPP, EAP, JSA, and CHP (including SOPs, MSDS, and safetyNet #13).
 - Retake the UC Lab Safety Fundamentals Course every three years.

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