

Department of Evolution and Ecology Safety Guidelines (Sept 2022)

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:

- **[Emergency Action Plan \(EAP\)](#)**
 - This document is provided for each lab/office by [EVE](#). Make sure you have the most updated version from the EVE website. The document is updated annually.
- **[Injury and Illness Prevention Program \(IIPP\)](#)**
 - The IIPP document is provided for each lab/office by [EVE](#). It should include Appendices A to E. Make sure you have the most updated version from the EVE website. The document is updated annually.
 - A - Hazard Alert/Correction Form
 - B1 - Example EH&S Job Safety Analysis (JSA)
 - B2 - Example Business Office Job Safety Analysis (JSA)
 - C1 - Office Worksite Inspection Form (2022)
 - C2 – Laboratory Self-Inspection Checklist (printed form or online SIT)
 - D - Injury and Illness Investigation Form
 - E - Safety Training Attendance/Review Form (annual)
- **[Job Safety Analysis \(JSA\) for Office work \(appendix B1\)](#)**
 - 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 working in a lab.
- **Document ANNUAL training and retain written records for 3 years: (Appendix E)**
 - Organize a lab meeting or individually train members on the following:
 - Orient members on physical workspace, location of first aid kit, fire alarms and extinguishers, fume hood, spill kit, and Safety binder with IIPP & EAP.
 - Review IIPP and the EAP, including evacuation protocols
 - Complete the Worksite Inspection form (App C1). This also needs to be done annually. Keep completed forms in App C.
- **Summary of things to do:**
 - Annually review and document training of IIPP, EAP and JSA with all employees.
 - Annually complete worksite inspection form.
 - All new members to the office/lab needs to complete the above training.

Checklist for CHEMICAL Labs:

- **Base Training Requirements**
 - All lab members need to complete the [UC Laboratory Safety Fundamentals Course](#) or **Refresher course** every three years.
 - Every lab needs to complete the [Laboratory Hazard Assessment Tool \(LHAT\)](#). The PI

- needs to initiate the process and add lab members to the LHAT roster. 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. Review and recertify annually.
- **Site-Specific Safety Orientation**- Every new lab member must complete and sign this document BEFORE beginning work in the lab. Keep the document in the lab. Use the matrix on the back to determine if your lab members need additional training.
 - **Job Safety Analysis** (JSA) for Lab workers: This form is available on the EVE website and may be customized for you lab's specific requirements. Keep the form on file in you Lab Safety Notebook and have all new members sign and date it after initial training. It should be reviewed annually and documented.
 - **Injury and Illness Prevention Program (IIPP)**
 - Updated annually in January. Keep a copy of the current version in Safety Binder.
 - **Emergency Action Plan (EAP)**
 - Updated annually in January. Keep a copy of the current version in Safety Binder.
 - **Chemical Hygiene Plan (CHP)**
 - This document must include all Standard Operating Procedures (SOP) for the lab in App A and note location/access to Safety Data Sheets (SDS) for lab chemicals.
 - SOPs need to be written for hazardous chemicals or procedures. Templates are available through EH&S and online. ([UCD - SOP templates](#)). The PI should approve all SOP's and sign/date them. Lab members must review and sign SOP's for all chemicals or procedures that they are using, performing or observing. All SOP's should be reviewed/updated anytime there are new hazards, changes to protocols or at a minimum of every 3 years.
 - SDSs can be available online via a lab computer 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) - <https://ehs.ucop.edu/>. Within this system is an annual self-audit that fulfills campus and CUPA regulations. Remember if you add new chemicals to your lab inventory, review the hazards and update any relevant SOP's to reflect the changes.
 - Access to the [UCD Lab Safety Manual](#) should be available to all users either via computer (download copy to computer) or printed (114pgs).
 - **Documented Training (Initial training PLUS Annual review):**
 - Organize an annual lab meeting or individually train members on the following:
 - Orient members on physical workspace including location of fire alarms and extinguishers, nearest exit routes and assembly location for the department, first aid kit, fume hood, spill kit, Lab Safety binder, accident reporting etc.
 - Review CHP, especially SOPs, SDS, 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. If meeting is virtual attached the attendance roster showing time/date and names and attendance times of those logged in.

- **Summary of things for new lab members:**
 - Complete UC Lab Safety Fundamentals Course online.
 - Receive initial training using the 'Site Specific Safety Orientation' form.
 - Review Lab/Office JSA form and sign.
 - Be sure new members are added to lab group in LHAT and complete the LHAT review and PPE training within LHAT.
- **Summary of things for continuing lab members:**
 - Schedule Annual Safety review for all members and document attendance and items covered. Keep on file.
 - Annually review IIPP, EAP, JSA, and CHP (including SOPs, SDS, and SafetyNet #13).
 - Annually review updated LHAT online.
 - Retake the UC Lab Safety Fundamentals Course every three years.
- **Summary of ANNUAL things for PI and lab manager to complete BEFORE INSPECTION:**
 - Go to EVE website and print out current IIPP and EAP and replace old versions in lab safety notebook.
 - Annually review and update Lab Hazard Assessment (LHAT) online.
 - Review/Update SOP's whenever new chemical hazards enter the lab, or at least every 3 years.
 - Document annual review with lab members of IIPP, EAP, JSA, CHP and SOP's.
 - Annually complete update online chemical inventory (CIS) and complete CUPA self-inspection.
 - Review online lab roster and delete members that are no longer in lab.
 - Use the Online or paper [Laboratory Safety Review Checklist](#) PRIOR to onsite inspection. Correct deficiencies prior to EH&S inspection.

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