GENERAL LABORATORY SAFETY TRAINING

I. OVERVIEW

The University of California, Santa Barbara strives to maintain as safe and healthy environment as is reasonably feasible for its students, faculty, staff and visitors by conducting its operations in a safe manner and complying with applicable regulations and safety/health consensus standards. A primary means to achieve this goal is through training, particularly for those who work in campus laboratories with hazardous materials and processes. Much of this training occurs locally within a particular lab group.

II. SCOPE

This policy governs all non-represented University of California Santa Barbara laboratory workers and their access to campus laboratories.

III. DEFINITION

Laboratory Worker: For the purposes of this policy a laboratory worker is an individual who conducts research in a campus laboratory (lab) with one or more of the following: chemicals, compressed gases, infectious biological agents, replicating biological agents, biological toxins, radioactive materials cryogenics, non-clinical X-ray instrumentation, high-voltage sources and sources of high-intensity non-ionizing radiation such as lasers.

IV. POLICY

A. For safety, laboratory access is restricted to authorized personnel only. Before laboratory workers are granted laboratory access by their department to begin work, they shall successfully complete one or more of the assigned Environmental Health and Safety (EH&S) general laboratory safety orientations that are described below, in Training Programs, Section V.

B. Department officers and/or supervisors may institute a more stringent training policy that would require all laboratory workers under their direction to complete the instructor-led general laboratory safety orientation.

C. Other laboratory safety training mandated by law and carried out within a laboratory group or by EH&S or by others is not specifically addressed in this policy. Those requirements are covered within UCSB Environmental Health & Safety Policy.
D. Any questions regarding the applicability of this policy to a particular individual or circumstance shall be directed to the Environmental Health & Safety Laboratory Safety Program Officer.

V. RESPONSIBILITIES

A. The executive vice chancellor and vice chancellors are responsible for ensuring that units under their authority comply with this general laboratory safety training policy.

B. Deans, chairs, directors, principal investigators (PIs), and supervisors are accountable for establishing and maintaining procedures to ensure compliance with this policy.

C. Department safety representatives and department business officers are responsible for assisting the chair/director in 1) establishing clear local procedures that effectively identify laboratory workers and track their training requirements and their completion; and 2) authorizing laboratory access only when the required training is completed or imminent. An effective means to restrict laboratory access until training is completed is to issue keys or entry cards to laboratory workers only after they have been certified as having completed the required training.

VI. TRAINING PROGRAMS

A. Environmental Health and Safety offers general laboratory safety orientation training in several formats throughout the year. If a laboratory worker must begin work in the laboratory before the instructor-led orientation is offered, the supervisor shall instruct the laboratory worker to complete the online training session and complete the instructor-led lab safety training when it is next offered. Upon request, Environmental Health and Safety may offer additional instructor-led lab safety training sessions for groups of 10 or more individuals.

1. **Required for Graduate Students:** A 3-hour instructor-led general laboratory safety orientation is offered, at minimum, on a quarterly basis. This training is longer and more in-depth than those listed below and generally includes hands-on fire extinguisher training, fume hood use, waste disposal, and emergency response. This training is open to any laboratory worker; all laboratory workers are strongly encouraged to take this course.

2. **Required for Postdoctoral Scholars:** A Web-based video, handouts and quiz package are available through Environmental Health & Safety. Alternatively, a PI/supervisor may, at their discretion, choose to send a postdoctoral scholar to the more in-depth instructor-led laboratory safety orientation.

3. **Required for Undergraduates Working in Research Laboratories:** A Web-based video, handouts and quiz package are available through Environmental Health & Safety. Alternatively, a PI/supervisor may, at their discretion, choose to send an undergraduate researcher to the more in-depth instructor-led laboratory safety orientation.
4. **Required for Laboratory Staff and Laboratory-working Visitors**: One of the training sessions described above, as determined by the supervisor. The in-depth instructor-led laboratory safety orientation is recommended whenever feasible.

**VII. PROCEDURES**

A. In accordance with the procedures established by each department, the laboratory worker will be instructed to complete one or more of the training sessions described above by either enrolling in the instructor-led orientation or by accessing the Web training at the [EH&S Web site](#); click on “Training.”

B. The department officer(s) shall record the date and what kind of lab safety training the laboratory worker completed.

C. Only after the lab safety training has been completed and recorded, may the department officer issue key/card access to the laboratory. Access to the laboratories shall be denied until the required training is completed and recorded.

D. Training records shall be maintained for a minimum of one year after the laboratory worker leaves the University or as required by the terms of a grant, whichever period is longer. In the event of an accident, records shall be retained 3 years from the date of the accident or one year after the laboratory worker leaves the University or as required by the terms of a grant, whichever period is longer.

**VIII. Other Resources**

- California Code of Regulations, Title 8, General Industry Safety Orders, Sections 3203, 3221, 3380, 5154.1, 5191, et al.

- California Health & Safety Code, Ch. 6.95, 25504

- [Environmental Health and Safety Policy (UCSB)](#)

- [Injury and Illness Prevention Program (UCSB)](#)

- [Lab Safety and Chemical Hygiene Plan (UCSB)](#)

- Resource Conservation and Recovery Act, Title 40, Federal Code of Regulations