



Lab Trainee Name (Print)

CSUF CWID#

CSUF Email

PI or Lab Supervisor Name (Print)

PI or Lab Supervisor Signature

Date

Laboratory Site Safety Orientation

Before completing this form all laboratory personnel need to have successfully completed **the Safety and Laboratory Training (S.A.L.T.) Seminar** or **the online Laboratory Safety Training course (Part A and B)**.

Initial next to each item to confirm that you have received site specific training on the indicated topic.
Mark with an "X" where not applicable.

Initial/Date	Emergency Procedures
	Fire alarm pull station: Location(s) (_____) and usage instruction
	Eye wash/safety showers: Location(s) (_____) and usage instruction
	Fire extinguisher: Location(s) (_____) and usage instruction
	First aid kits: Location(s) (_____) and description of contents
	Chemical spill kit: Location (_____) and usage instruction
	Phone: Location(s) (_____), dialing, and '911' dialing instructions
	Emergency Information Guide: Location of poster (_____) and discussion of scenarios
	Primary and secondary routes of egress: Walk both pathways to Emergency Assembly Area; review evacuation procedures for disabled employees/students, if applicable
	Emergency assembly area: Review Lab/Shop gathering point and evacuation procedures
	Emergency Notification: Review of how the system works and how to enroll in text message program; Visit http://prepare.fullerton.edu/emergencynotification/
Initial/Date	Engineering Controls (where applicable)
	Chemical fume hoods: Demonstration of proper use
	Biological safety cabinets: Demonstration of proper use and instruction on adjustable controls
	Chemical storage: Locations (_____) and segregation rules
	Other engineering controls (glove boxes, snorkels, gas cabinets, laminar flow benches): Demonstration of proper use and instruction on adjustable controls. Describe: _____
Initial/Date	Administrative Controls (where applicable)
	Laboratory Safety Manual (including Chemical Hygiene Plan) or Shop Safety Manual: Location (_____) and content description: _____
	Safety Data Sheets (SDSs): Demonstrate electronic and/or hard copy access to SDS repository
	Laboratory Standard Operating Procedures (SOPs)/Protocols: Location of written SOPs (_____), description of required approvals, identification of chemical processes/areas requiring specific SOPs.
	Determine additional hazard-specific safety training courses needed and enroll in courses

