

## MRL New Participant Safety Training Documentation Form

\*\*\*Please return this form to Sylvia Vogel in MRL 2066G when complete.\*\*\*

Employee Name: _____	Job Title: _____
Home Department _____	Your E-mail address _____
UCSB Supervisor's Name: _____	Their Job Title: _____

### Check below for all topics reviewed:

- \_\_\_\_\_ Employees of UCSB and of the MRL have specific rights and responsibilities. These are described and available for review in the Campus Emergency Operations Plan (EOP) and Injury and Illness Prevention Plan (IIPP); and in the MRL EOP and IIPP. The campus plans may be reviewed at <http://www.ehs.ucsb.edu/units/emplan/emplan.html>
- The MRL plans (not the same as campus plans) may be reviewed at <http://www.mrl.ucsb.edu/mrl/info/administration/mrlsafety.html>
- \_\_\_\_\_ The Department Safety Representative (DSR) is Joe Doyle (jdoyle@mrl.ucsb.edu; Rm. 2066F). The Alternate DSRs are Maureen Evans (maureen@mrl.ucsb.edu; Rm. 2066E) for MRL, Sara Bard (sara@mc-cam.ucsb.edu, Rm. 3107) for MC-CAM, and Jennifer Ybarra (ybarra@icmr.ucsb.edu, Rm. 3117B) for ICMR.
- \_\_\_\_\_ In any emergency where there is injury to any person or threat to any structures, call 9-911 first and then notify the DSR.
- \_\_\_\_\_ Any time the building fire alarm sounds, all personnel in the building must evacuate the building immediately and assemble at the southwest corner of Engineering II. This is the MRL's Emergency Assembly Point.
- \_\_\_\_\_ Santa Barbara is in an earthquake-prone area. Offices and labs must be arranged so that heavy or sharp objects will not fall on the occupants in a quake and so that heavy furniture will not fall in a way that blocks the exit.
- \_\_\_\_\_ During a significant earthquake, occupants should stand in doorframes or take cover under desks until the quake is over. Then all occupants should quickly leave the building and go to the Emergency Assembly Point.
- \_\_\_\_\_ Smoking is not allowed inside or near any UCSB building.
- \_\_\_\_\_ Important safety information is usually sent to MRL people via e-mail. Additional information is posted on the Safety Bulletin Board in Rm. 2042, the second floor kitchen.
- \_\_\_\_\_ Everyone has the right and obligation to report any unsafe situation at UC. Such reports may be made directly to the supervisor or anonymously to the DSR or alternate. A Hazard Reporting Form is available at the Safety Bulletin Board, but this form is not required.
- \_\_\_\_\_ Ergonomic training and workspace evaluation is important to help prevent repetitive motion syndrome and is available from the MRL Ergonomics Coordinator Linda Hall (lhall@mrl.ucsb.edu; Rm. 3102). Help for alleviating problems may be found in improved keyboards, alternate seating, or other methods. There are campus resources available. See Linda Hall for more information. See also the UCSB Ergonomics @ Work Program <http://www.busserv.ucsb.edu/irp/ergo/ergo.htm>
- \_\_\_\_\_ Any employee injured on the job has specific rights and is usually required to report the injury within 24 hours. See Maureen Evans for more information or to report an injury.

**LEVEL 1: For Non-Laboratory Users Only**

*People who do not work in labs need only complete the general training.*

The General Online Training (Course Code TR29) is available at <http://ehs.ucsb.edu/4DAction/WebCourseDescription/100878/1>

Note: The web page above asks for a Perm # or Employee ID#; if you do not have one, enter any 9-digit number that does not start with 8.

I hereby confirm that I have completed the above general Online Training Module.

\_\_\_\_\_  
Signature

**LEVEL 2: For Laboratory Users Only**

*Everyone working in any MRL lab is required to complete UCSB EH&S Lab Safety training BEFORE starting work.* The training is available in 2 formats: In-Person and Online. The In-Person class is much superior but only offered quarterly while the Online class is available anytime.

Either format is acceptable for people who ONLY use analytical instruments (for which they have completed specific training), or for undergraduates who will work in the lab less than one quarter.

All others are required to take the In-Person Lab Safety class. Since most people need to begin their lab work as soon as possible, we allow TEMPORARY lab access until the next In-Person class by completing the Online class.

I have completed the Online Lab Safety Training, and

- That is all I need.
- I have completed the In-Person Lab Safety class.
- I hereby promise to attend the next In-Person class.

\_\_\_\_\_  
Signature

The Online Training is available anytime at <http://ehs.ucsb.edu/training/lsvideo.html>

Note: The web page above asks for a Perm # or Employee ID#; if you do not have one, enter any 9-digit number that does not start with 8.

The In-Person quarterly training schedule is announced by e-mail one to two weeks before the class and is posted online under "Lab Safety Class – Live" at <http://ehs.ucsb.edu/4DAction/WebCourseSessionList>

I understand all of the above and agree to comply with all requirements of safe work practice.

\_\_\_\_\_  
MRL Participant's Signature

\_\_\_\_\_  
Date

I acknowledge that under the UCSB Injury and Illness Prevention Program, supervisors are responsible for training employees in safe work procedures and for documenting this training.

\_\_\_\_\_  
Faculty Supervisor's Signature

\_\_\_\_\_  
Date