

Plaxco Group Laboratory Safety Check-In

BEFORE beginning work in ANY of the Plaxco Group Labs incoming group members and visiting students must:

1. Complete the online EH&S safety course (print out quiz results and attach).
 - a. <http://ehs.ucsb.edu/4DAction/WebCourseSessionList>
 - b. You are exempt from completing this if you are a new Chemistry or BMSE Grad student who went through New Graduate Academic Training.
2. Complete the in-person EH&S safety course “Lab Safety Class – LIVE” as soon as it is offered (usually once a quarter)
 - a. You must enroll at <http://ehs.ucsb.edu/4DAction/WebCourseSessionList>
 - b. You are exempt from enrolling separately if you are a new Chemistry or BMSE Grad Student who went through New Graduate Academic Training.
3. Read, understand, and sign the Laboratory Safety Program including (any questions: ask the PI):
 - a. EH&S Chemical Hygiene Plan (CHP) and the Plaxco lab CHP located above the first desk in 1154 & online at our group safety page. <http://web.chem.ucsb.edu/~plaxcogroup/>
 - b. Standard Operating Procedures (SOP) for the Plaxco Group and OSHA regulated SOPs (website TBD)
4. Sign/date the master copy of the Laboratory Safety Program/CHP in the CHP binder (above first desk in 1154).
5. Be familiar with the proper procedure for starting any new experiments in the lab.
 - a. Review the SOP, the Merik Index entry and the MSDS for all chemicals that you will be using. This should be done every time that you begin work with a new chemical, and all MSDS should be kept in a personal file (paper version) and/or individually bookmarked on your computer.
 - b. Identify any Particularly Hazardous Substances that are to be worked with. This should be done every time that you begin work with any new chemical. If there is no SOP in the chemical hygiene plan, please speak with PI and the departmental safety officer (Alex Moretto, moretto@chem.ucsb.edu).
 - c. Incorporate the proper safety precautions for dealing with the hazards identified into your experimental protocol (i.e., necessary personal protective equipment (PPE), hazardous waste disposal, proper labeling).
 - d. **DO NOT START WORK** until you are certain that you have taken all hazards into account. You can contact the PI, the Plaxco Safety Coordinator, the departmental safety officer (Alex Moretto; moretto@chem.ucsb.edu) or EH&S at any time if you are uncertain about how to control the hazards associated with any substance.
6. Locate all emergency response items, including the safety shower, eye wash station, spill control kit, and fire extinguisher.
7. Be familiar with emergency building evacuation procedure, and the location of all possible exits.
8. Locate hazardous waste storage area,
 - a. Be familiar with how to properly fill out a waste label and how to contact EH&S for proper disposal.
9. Be aware of the areas where work with Particularly Hazardous Substances (PHS) may be conducted and how to label any experiments using these materials clearly so as to inform others of potential hazards they may encounter.
10. Be familiar with the areas where work with biohazard material is conducted.
 - a. A biohazard is a material that is a risk to human health or the environment arising from biological work.
 - b. Identify the proper biohazard symbol.
 - c. Locate areas marked with the biohazard symbol.
 - d. If you are **not trained** to work with biohazard materials, **do not touch anything** in biohazard areas.
 - e. If you plan to complete biohazard work, you must complete the biohazard safety checklist before starting this type of research.
 - f. Ask any biohazard questions to the biohazard safety coordinator.
11. **Be equipped with the proper personal protective equipment, which is as follows:**
 - a. **Safety glasses, long pants, and closed-toed shoes are required in the lab at all times.**
 - i. PPE is not required at your desk only; once you leave your desk, you are expected to have proper PPE.

- ii. You must sign up to get your PPE. Fill out the form at ehs.ucop.edu/lhat (Also see instructions sheet for help).
 - b. **Prescription glasses are not appropriate eye protection. Safety glasses must be worn over your regular glasses or prescription safety glasses with shatter proof lenses and side shields must be used.**
 - i. If you wear prescription glasses, you will get prescription safety glasses. While these are being ordered, wear safety glasses over your prescription glasses.
 - c. **Non-flammable lab coats (the blue ones) are required when working at a hood or with anything readily absorbed through the skin/eyes, carcinogens, flammable, corrosive, or toxic.**
12. Be familiar with EH&S contact phone numbers and website.
 13. Identify the designated Laboratory Safety Coordinator.
 14. Be familiar with the procedure for reporting unsafe activity. As colleagues, we are mutually responsible for each other's safety, and have the responsibility to both raise concerns about others' unsafe behavior and take others' concerns seriously.
 - a. First step: Approach unsafe individual directly and discuss your concerns.
 - b. Second step: If you still have safety concerns after 1st step, contact group Safety Coordinator.
 - c. Third step: If safety concern still exists, contact Kevin directly.
 - d. Fourth step: If safety concern still exists, contact Alex Moretto (moretto@chem.ucsb.edu), a Chemistry graduate student safety representative, and/or EH&S directly.
 15. Be familiar with the definition of and procedure for reporting near miss incidences directly to EH&S (this may be done anonymously).
 16. Understand that any violations will be taken seriously and handled at the discretion of Kevin Plaxco, Alex Morretto, and the group safety coordinator.

Once the checklist is complete, it must be signed by the individual, the principal investigator, and the check-in coordinator and kept on file in the CHP in 1154.

Print Name	Signature	Date
Safety Coordinator	Signature	Date
Kevin W. Plaxco	Kevin's signature	Date