

Stucky Group Laboratory Safety Check-In

Incoming group members must complete the following items BEFORE beginning work in ANY of the Stucky Group Labs.

1. Complete the online EH&S safety course (print out quiz results and attach):
<http://ehs.ucsb.edu/4DAction/WebCourseSessionList>
2. Complete the in-person EH&S safety course as soon as it is offered. Sign up at website listed above.
3. Read and understand the Laboratory Safety Program including:
 - a. EH&S Chemical Hygiene Plan.
 - b. Standard Operating Procedures for the Stucky Group.
4. Sign/date the master copy of the Laboratory Safety Program found in the entryway to room 3622.
5. Be familiar with the proper procedure for starting new experiments in the lab.
 - a. Review 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 Particularly Hazardous Substances (PHS) that are to be worked with. This should be done every time that you begin work with a new chemical. Information on PHS can be found at
<http://www.ehs.ucsb.edu/units/labsfty/labrsc/chemistry/lscphazsubstance.htm>.
 - c. Incorporate the proper safety precautions for dealing with the hazards identified into your experimental protocol (necessary personal protective equipment (PPE), hazardous waste disposal, proper labeling).
 - d. **DO NOT START WORK** until you are certain that you have taken all of the hazards into account. You can contact the Stucky safety committee or EH&S at any time if you are uncertain about how to control the hazards associated with any substance.
6. Know location of emergency response items (safety showers, spill control kit, fire extinguisher, etc.).

7. Be familiar with emergency building evacuation procedure:
 - a. Location of nearest stairwells: the west end of PSBN and the one nearest to the old Chem building.
 - b. All personnel must assemble on the South Lawn and remain present so they can be accounted for.
8. Know location of hazardous waste storage area and know how to properly fill out a waste label.
9. Be familiar with the areas where work with Particularly Hazardous Substances (PHS) is conducted. **Areas where PHS work is conducted must be labeled clearly to inform others of potential hazards they may encounter.**
10. Be equipped with the proper personal protective equipment (lab coat, safety glasses, gloves).
11. Be familiar with the members of the group safety committee. There are 5 members, one from each lab room.
12. Be familiar with EH&S contact phone numbers and website. Emergency contact info is posted in each lab room, usually close to the doorway.
13. Be familiar with the procedure for reporting unsafe activity.
 - a. First step: Approach unsafe individual directly and discuss your concerns with him or her.
 - b. Second step: If you still have safety concerns after 1st step, contact group safety committee.
 - c. Third step: If safety concern still exists, contact Galen directly.
 - d. Fourth step: If safety concern still exists, contact EH&S directly.

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 Room 3633.

New Group Member

Date

Check-In Coordinator

Date

Principal Investigator

Date