

EXAMPLE: Undergraduate Researcher Safety Training Checklist

The following checklist may be used by Principal Investigators to ensure that every Undergraduate Researcher working in their area of responsibility has completed all of the required General Safety training as outlined in UCLA Policy 906, Section IIIA. UCLA Policy 906 sets forth the safety requirements for Undergraduate Researchers and it is strongly recommended that PIs read the Policy prior to completing the checklist.

Use of this checklist is not required, though ensuring completion of all required training is mandatory. The list under “General Safety Requirements” may be modified as needed and may not be an exhaustive list of all required training.

Undergraduate Researcher name:

UID #:

Principal Investigator:

Direct Supervisor/Mentor:

Main laboratory room(s) where Undergraduate Researcher will work:

Date Undergraduate Researcher joined research group:

Was Undergraduate Researcher under 18 years old as of that date? _____ Yes _____ No

General Safety Requirements – UCLA Training:

Date	Initials	Topic
_____	_____	Laboratory Safety Fundamentals online training course
_____	_____	Inclusion on IBC, ARC, RSC protocols as required by research plan

Requirements for additional research-specific trainings beyond the General Safety requirements are identified in the [UCLA Lab Safety Training Matrix](#).

Completion of relevant biological safety courses:

Date	Initials	Topic
_____	_____	B Virus Exposure (online)
_____	_____	Biosafety ABC's - Biosafety Level 2 Training (in-person)
_____	_____	Biosafety Level 2 with Biosafety Level 3 Practices (in-person)
_____	_____	Bloodborne Pathogens (online)
_____	_____	Medical Waste Management (online)
_____	_____	NIH Guidelines for UCLA Researchers: IBC Compliance (online)
_____	_____	Safe Use of Biosafety Cabinets (online)
_____	_____	Shipping of Biological Materials (online)

Completion of relevant animal research courses:

Date	Initials	Topic
_____	_____	CITI Animal Research course (online)
_____	_____	Medical History Questionnaire (online)
_____	_____	Species-Specific training (online and wetlab)
_____	_____	Aseptic Techniques training (online and wetlab)

Completion of relevant radiation safety research courses:

Date	Initials	Topic
_____	_____	Radiation Safety Training for Users of Radioactive Materials (online)
_____	_____	Radiation Safety for Users of Radiation Producing Machines (online)

Laboratory-Specific Requirements

In addition to the General Safety requirements, the Principal Investigator will 1) develop safety enhancements applicable to the Undergraduate Researcher and 2) review the additional safety requirements and prohibitions with the Undergraduate Researcher as outlined in UCLA Policy 906, Section III B and C.

Date	Initials	Topic
_____	_____	Review of the Laboratory Safety Manual, including the following: <ul style="list-style-type: none">○ UCLA Chemical Hygiene Plan○ Departmental Injury and Illness Prevention Program
_____	_____	Review of research group Laboratory Hazard Assessment Tool (LHAT)
_____	_____	Completion of lab safety orientation for the research group
_____	_____	Completion of laboratory specific safety training within the research group
_____	_____	Completion of laboratory safety training mandated by the department
_____	_____	Review of PPE standards established by UCLA Policy 905
_____	_____	Knowledge of PPE required by the research group LHAT
_____	_____	Knowledge of additional PPE based on experiment hazard assessments
_____	_____	Review of laboratory SOPs on the safe use of equipment and chemicals
_____	_____	Review of laboratory SOPs to guide safe execution of procedures