# Laboratory Safety Procedures on Student Training in Research Laboratories

## School of Arts and Science
### California State University, Channel Islands

PURPOSE

The following procedures ensure that all persons working in the lab are identified and appropriate hazard assessments and training are provided. The procedures are designed to reduce inefficiencies, eliminate unnecessary work, and ensure all who work in labs are properly trained and supervised.

BACKGROUND

Various entities may work in laboratories at the University; these may be students, volunteers, State or grant-funded employees, or other persons doing work related in some way to university activities. The University is obligated to perform hazard assessments, inform lab workers of these hazards, and provide safety training appropriate for the work being performed.

PROCEDURES

The University Chemical Hygiene Plan (CHP) assigns responsibility for hazard assessments and training. Academic staff and faculty are responsible for student training, while EH&S provides CHP training for Faculty and Staff (CHP sections 5 and 15). The CHP also provides standard training content for general lab safety training and a standard training documentation form (CHP Appendix F).

Faculty and Lab Managers must inform academic administrators of every entity that works in a lab under their supervision.

Procedures for Research students and volunteers are described below

<u>Identify and empower a single administrative "gatekeeper"</u> in Arts and Sciences for all persons who work in labs.
> For the School of Arts and Science, this is the Laboratory Safety Officer

<u>Establish key access as an administrative control mechanism</u>
Key access is only provided when an application is filed and approved, and training documentation is complete.

- Training documentation includes the following:
    1. Dated printed certificate of completion of Laboratory Safety Fundamentals
    2. Signed document of CSUCI specific safety information
    3. Signed standard training documentation form indicating that laboratory-specific hazards have been covered

<u>Use a standard training documentation form</u> that elicits a) hazard assessment, b) mitigation, and c) documents training that addresses a & b.
For all safety training use the *Laboratory Safety Training Documentation* form (CHP Appendix F
https://www.csuci.edu/publicsafety/ehs/documents/chplabtraindocform.pdf).

<u>Use a standard Safety Training protocol</u> that includes the following:
1. On an annual basis Laboratory, Safety Fundamentals must be completed through CSU Learn
    - https://CSU.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=app%2Fmanagement%2FLMS_ActDetails.aspx%3FActivityId%3D47378%26UserMode%3D0
2. Laboratory Specific Hazard Training must be completed upon the start of your research. This training must be redone anytime your supervisor or the lab that you work in changes.
3. CSUCI-specific safety information form
    - https://www.csuci.edu/publicsafety/ehs/documents/70224-online-student-trnng-supp.pdf

<u>Use a standardized application form.</u>This form will identify these persons, elicit information on supervision and the work to be performed, and will trigger appropriate training.

<u>Access rules</u> prohibiting circumventing key access control of persons who enter
- All lab workers, regardless of status as a student, must be identified to the "gatekeeper" by faculty members or Lab Managers
- No sharing access codes – each person working independently must have a personal access code or key.
- No one may provide access to a lab worker unless they are trained.
- No guests/collaborators may be provided access without conforming to the following procedures.

<u>Supervision rules</u> all research students require some level of supervision.

<u>Gatekeeper tasks</u>
- Track all student researchers.
- Maintain a file of training documentation
- In general, provide key access only when training documentation is received.
- Terminating access
    1. Normally key access is limited to a single semester
    2. Each semester reviews the list(s) of all those with key access and updates the list by deleting those who should no longer have key access.
- Forward this updated list of deletions to the lock shop to confirm the termination of key access.