PI/Supervisor

- Login in to Laboratory Hazard Assessment Tool using your UCR Net ID
  [http://ehs.ucr.edu/laboratory/that](http://ehs.ucr.edu/laboratory/that)
  - Update the Hazard Assessment for each of your groups *(your delegate can do this)*
  - Update the Roster for all your lab members *(your delegate can do this)*

- **1. Certify your Hazard Assessment**
  - If you have not yet taken the PPE training, take it now
  - If you have not yet obtained a lab coat and safety glasses, print your voucher and take it to the Campus Storehouse
  - If you changed your Hazard Assessment, each person in your lab group will need to read the assessment and acknowledge by submitting a certification they have reviewed the assessment (If you didn’t change anything, they do not have to re-submit)

- **2. Verify you have lab Standard Operating Procedures for all the hazardous chemicals you have. This can be either by individual chemical, classes of hazardous chemicals or by process**
  - The SOP must be written by the most qualified person knowledgeable about the process
  - The SOP must be reviewed by a qualified person (usually the PI)
  - The SOP must be approved by the Faculty/Laboratory Supervisor (PI)

- Verify that each person who works with the hazardous chemicals has reviewed and signed

- **3. All faculty and lab personnel must take the “Laboratory Safety Orientation” (fundamental) 2013 course on-line** [http://ehs.ucr.edu/training/online/lsolms.html](http://ehs.ucr.edu/training/online/lsolms.html) or the lab safety refresher training, if they have received notification from LMS that you are overdue: [http://ehs.ucr.edu/training/online/lsorefresherlms.html](http://ehs.ucr.edu/training/online/lsorefresherlms.html)

- **4. Ensure the Laboratory Safety Manual is in a visible location (and includes the Chemical Hygiene Plan and SOPs)** copy available through: [http://ehs.ucr.edu/laboratory/ucregentsagreement/laboratorysafetymanual.html](http://ehs.ucr.edu/laboratory/ucregentsagreement/laboratorysafetymanual.html)

- **5. The Injuries & Medical Treatment Flipchart is updated with the Cal/OSHA**
  - Ensure if serious accident occurs you call UCPD and ask them to treat the area as a crime scene
**Actions Others Take:**

### Department Chairs

- Provide written assurance (email) that all new faculty have completed the “Laboratory Safety Orientation (fundamentals) 2013” course prior to working in or supervising others in a lab [http://ehs.ucr.edu/training/online/lso/indexlms.html](http://ehs.ucr.edu/training/online/lso/indexlms.html)

### EH&S

- Visits each lab and verifies the presence of signed SOPs, a Laboratory Manual in the Lab as well as appropriately updated Injuries and Medical Treatment Flipcharts
- Reviews the Rosters provided through the Laboratory Hazard Assessment Tool and verifies all personnel have completed the Laboratory Safety Orientation (fundamentals) 2013 (In six months everyone that took the course in 2013 will have to take a refresher course that is being developed…)
- Provides a summary of the required data to UC OGC and if it meets their minimum completion criteria advises the EH&S Director to certify we are in substantial compliance.

### Current Cal/OSHA Criminal Investigation Contacts:

**Chemistry and Biochemistry Departments**  
**Reporting a Serious Injury or Fatality**

1. Notify the Cal/OSHA enforcement unit and the Cal/OSHA Bureau of Investigation listed at the telephone number and e-mail below:
   - i. Call: Kevin Graulich (714) 567-2868
   - ii. E-mail: kgraulich@dir.ca.gov

2. Notify the Cal/OSHA enforcement unit and the Cal/OSHA Bureau of Investigation listed at the telephone number and e-mail below:
   - i. Call: Teresa Wassman (213) 761-3976
   - ii. E-mail: twassman@dir.ca.gov & bbaudendistel@dir.ca.gov

3. Contact UCPD (911) or 951-827-5222 (from a cell phone) to help secure the scene. Also tell them to contact UCR EH&S.