Lab Specific Safety Orientation Guide

**The purpose of this guide is to aid lab supervisors while delivering initial safety orientation training. This training guide meets the requirements detailed in the** [**SJSU Chemical Hygiene Plan**](https://www.sjsu.edu/fdo/services/ehs/laboratory-safety/chemical-hygiene.php)**. Training must be documented with the Lab Safety Orientation Template in the RSS SOP app.**

Prior to completing this lab-specific safety orientation and training, all lab personnel must have successfully completed any required online safety awareness training. Completion of awareness training and orientation training is required before personnel can be granted unescorted access to the lab.

Consider providing a digital copy of this guide to personnel after they complete training.

You may delete rows from this template that are not applicable to your lab.

Instructors/departments may use alternative documentation methods for teaching lab orientations. Teaching labs may be exempt from collecting signatures to document orientation training if the class is supervised by faculty or teaching assistants when hazards are present. Contact college/department safety staff to confirm that training documentation for courses is compliant.

When personnel sign this document in the RSS SOP app, they acknowledge the following:

1. You received orientation training from the lab supervisor or their appointed delegate;
2. Your questions were answered as a part of this training;
3. You will follow the lab-specific safety procedures and administrative controls;
4. You will use engineering controls when needed;
5. You will use lab-specific personal protective equipment;
6. You will complete further shadowing, specific-task training, and/or documented Standard Operating Procedure (SOP) training before attempting any hazardous activities.

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|  | **Item** | **Action** |
| **Emergency**  **Preparation** | Accident, Injury, and Close-Call Reporting | Discuss procedures for reporting accidents, injuries, and close calls. Refer to the “Emergency Medical Attention” section of the [Emergency Assistance Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/emergency-assistance/SJSU%20Fact%20Sheet%20-%20Emergency%20Assistance.pdf) or if in Moss Landing use the [Emergency Assistance MLML Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/emergency-assistance/SJSU%20Fact%20Sheet%20-%20Emergency%20Assistance%20MLML.pdf). |
| Building Evacuation Procedure & Assembly Location | Review building evacuation procedures and designated assembly locations. Refer to the “Building Evacuation” section of the [Emergency Assistance Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/emergency-assistance/SJSU%20Fact%20Sheet%20-%20Emergency%20Assistance.pdf) or if in Moss Landing use the [Emergency Assistance MLML Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/emergency-assistance/SJSU%20Fact%20Sheet%20-%20Emergency%20Assistance%20MLML.pdf). |
| Fire Emergency Procedures | Explain fire emergency procedures, including the locations of fire exits. Refer to the “Fire” section of the [Emergency Assistance Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/emergency-assistance/SJSU%20Fact%20Sheet%20-%20Emergency%20Assistance.pdf) or if in Moss Landing use the [Emergency Assistance MLML Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/emergency-assistance/SJSU%20Fact%20Sheet%20-%20Emergency%20Assistance%20MLML.pdf). |
| Earthquake Emergency Procedures | Discuss earthquake emergency procedures. Refer to the “Earthquake” section of the [Emergency Assistance Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/emergency-assistance/SJSU%20Fact%20Sheet%20-%20Emergency%20Assistance.pdf) or if in Moss Landing use the [Emergency Assistance MLML Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/emergency-assistance/SJSU%20Fact%20Sheet%20-%20Emergency%20Assistance%20MLML.pdf). |
| Power Outage Procedures | Discuss procedures for power outages. Discuss lab strategies to mitigate hazards related to power outages. Consider whether the lab has natural lighting or not. |
| Plumbing Emergency Procedures | Discuss procedures for water leaks or sprinkler emergencies. Discuss lab strategies to mitigate hazards related to plumbing emergencies. |
| Exposure or Medical Emergency Procedures | Discuss procedures for exposure to hazardous materials or medical emergencies. Refer to the “Emergency Medical Attention” section of the [Emergency Assistance Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/emergency-assistance/SJSU%20Fact%20Sheet%20-%20Emergency%20Assistance.pdf) or if in Moss Landing use the [Emergency Assistance MLML Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/emergency-assistance/SJSU%20Fact%20Sheet%20-%20Emergency%20Assistance%20MLML.pdf). |
| Hazardous Material Spill Procedures | Show the location of spill kit(s) and describe procedures. Refer to the “Hazardous Materials Spills or Leaks” section of the [Emergency Assistance Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/emergency-assistance/SJSU%20Fact%20Sheet%20-%20Emergency%20Assistance.pdf) or if in Moss Landing use the [Emergency Assistance MLML Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/emergency-assistance/SJSU%20Fact%20Sheet%20-%20Emergency%20Assistance%20MLML.pdf). Be clear which spills require additional documented SOP training before personnel are authorized to attempt cleanup activities. Additional guidance is available as [Spill Response Fact Sheets](https://www.sjsu.edu/fdo/services/ehs/resources-and-training/one_page_lessons.php) and in [Chemical Hazard SOPs](https://www.sjsu.edu/fdo/services/ehs/laboratory-safety/chemical-sop.php). |
| Fire Alarm Pull Station | Show the location(s) of the fire alarm pull station and proper activation. |
| Fire Extinguishers | Show the location(s) of the fire extinguisher(s) and proper use. Refer to the [Fire Extinguisher Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/fire-safety/Fire%20Extinguisher%20Safety.pdf). |
| Eye Wash / Safety Stations | Show the location(s) of the eye wash/ safety shower and proper activation/deactivation. Refer to the [Eye Wash / Safety Stations Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/emergency-assistance/Emergency%20Eyewash%20Stations%20and%20Safety%20Showers%20.pdf). |
| First Aid Kits | Show the location(s) of the first aid kit and discuss the contents of the first aid kit. |
| Automated External Defibrillators (AEDs) | Show the location(s) of AEDs and explain their purpose. Refer to the [AED Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/aed/Automated%20External%20Defibrillators%20AEDs.pdf). |
| Lab Phone | Show the location(s) of lab phones and explain how to call external numbers. Show the location(s) of the closest elevator phone(s) and blue light phone(s) if applicable. |
| College/Dept Safety Contact Information | Provide relevant college/department safety contact information. |
| University Emergency Dispatch Contact Information | Provide University Police Department dispatch contact information – 911 on main campus land-line phones or 408-924-2222. |
| Urgent Care and/or Student Wellness Center Hours | Provide information about urgent care and/or Student Wellness Center hours. Refer to the “Emergency Medical Attention” section of the [Emergency Assistance Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/emergency-assistance/SJSU%20Fact%20Sheet%20-%20Emergency%20Assistance.pdf) or if in Moss Landing use the [Emergency Assistance MLML Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/emergency-assistance/SJSU%20Fact%20Sheet%20-%20Emergency%20Assistance%20MLML.pdf). |

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|  | **Item** | **Action** |
| **Engineering**  **Controls** | Chemical Fume Hood | Explain the proper use and maintenance of chemical fume hoods. Refer to the [Chemical Fume Hood Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/chemical-fumehood/Chemical%20Fume%20Hood%20Operation.pdf). |
| Biological Safety Cabinet | Explain the proper use and maintenance of biological safety cabinets. Refer to the [Biological Safety Cabinet Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/biosafety/Biosafety%20Cabinet%20BSC%20Operation.pdf). |
| Chemical Storage Locations | Discuss locations and procedures for storing chemicals. Refer to the [Chemical Storage Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/chemical-storage/Chemical%20Storage%20.pdf). |
| Chemical Secondary Containment | Discuss chemical secondary containment procedures. Refer to the [Chemical Storage Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/chemical-storage/Chemical%20Storage%20.pdf). |
| Exhaust Snorkel | Explain the proper use and maintenance of exhaust snorkels. |
| Paint Booth | Explain the proper use and maintenance of paint booths. |
| Laminar Flow Hood | Explain the proper use and maintenance of laminar flow hoods. |
| Fume Extractor and Dust Collection System | Explain the proper use and maintenance of fume extractors and dust collection systems. |
| Downdraft Table and Slot Hood | Explain the proper use and maintenance of downdraft tables and slot hoods. |
| Glove Box | Explain the proper use and maintenance of glove boxes. |
| Walk-in fridge, freezer, and/or anechoic chamber | Explain the escape mechanisms and entrapment alarm systems for walk-in fridges, freezers, and anechoic chambers. |
| Research Battery Safety Controls | Discuss battery safety controls. |
| Specialized Glassware | Explain handling and care for specialized glassware. |

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|  | **Item** | **Action** |
| **Administrative Controls** | Chemical Hygiene Plan and Illness & Injury Prevention Plan | Review the location and contents of the [Chemical Hygiene Plan](https://www.sjsu.edu/fdo/services/ehs/laboratory-safety/chemical-hygiene.php) and [Illness & Injury Prevention Plan](https://www.sjsu.edu/fdo/services/ehs/resources-and-training/iipp.php). |
| Required Awareness Training | Check that the new lab personnel completed all required online awareness training such as CITI training for animal or biohazard work, Laser Safety Awareness Training, or Lab Safety Awareness Training. Explain refresher training schedule. |
| Safety-Related Accommodations | Discuss procedures for safety-related accommodations. Guidance from personal health care providers can help lab personnel identify extra precautions for specific hazards. Additionally, personnel can consult with Environmental Health & Safety for exposure or job hazard assessments. Personnel may consider informing the lab/shop supervisor about their medical condition or disability status to develop accommodations. For help securing reasonable accommodations, students should contact the [Accessible Education Center](https://www.sjsu.edu/aec/) and employees should contact the [Employment Accommodations Resource Center](https://www.sjsu.edu/earc/). Seek Environmental Health & Safety support if a service animal is required in a lab/shop environment. |
| Appropriate Lab Attire | Explain requirements for appropriate lab attire. |
| Personal Item Storage Locations | Discuss appropriate locations for storing personal items away from lab hazards. |
| Eating, Drinking, Vaping, etc. Rules | Review rules regarding eating, drinking, and vaping in the lab. |
| Handwashing Rules | Review hand washing rules and locations. |
| Working Alone Rules | Discuss rules and procedures for working alone in the lab. |
| After-Hours and Weekend Rules | Discuss rules for after-hours and weekend lab access and use. |
| Security and Access Authorization Process | Discuss security and access authorization protocols. |
| Hazard Communication Symbols & Signs | Discuss hazard communication symbols and signs. Refer to the [Hazard Communication: Labels Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/hazcom/Hazard%20Communication%20Labels.pdf). |
| Experimental Design Approval Process | Discuss the experimental design approval process. |
| Standard Operating Procedures | Discuss the RSS SOP management system and highlight the particularly hazardous materials, equipment, and processes that require documented SOP training. |
| Safety Data Sheets | Discuss the location of safety data sheets (SDS). Refer to the [SDS Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/hazcom/Hazard%20Communication%20Reading%20Safety%20Data%20Sheets%20SDS.pdf). |
| Hazardous Chemical Waste Management | Explain procedures for managing hazardous chemical waste. Refer to the “Chemical Waste” section of the [Laboratory Waste Disposal Guide](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/haz-waste/EHS%20Fact%20Sheet%20-%20Laboratory%20Waste%20Disposal%20Guide%208.5x11.pdf) and the [Waste Labeling Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/haz-waste/EHS%20Fact%20Sheet%20-%20Labeling%20Hazardous%20Chemical%20Waste.pdf). |
| Biohazard Waste Management | Explain procedures for managing biohazardous waste. Refer to the “Red Bag Waste: Biohazardous Clinical or Lab Waste” section of the [Laboratory Waste Disposal Guide](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/haz-waste/EHS%20Fact%20Sheet%20-%20Laboratory%20Waste%20Disposal%20Guide%208.5x11.pdf). |
| Glass & Sharps Waste Management | Explain procedures for managing sharps and glass waste. Refer to the “Glass or Sharps Waste” section of the [Laboratory Waste Disposal Guide](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/haz-waste/EHS%20Fact%20Sheet%20-%20Laboratory%20Waste%20Disposal%20Guide%208.5x11.pdf). |
| Universal Waste Management | Explain procedures for managing universal waste. Refer to the “Universal Waste” section of the [Laboratory Waste Disposal Guide](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/haz-waste/EHS%20Fact%20Sheet%20-%20Laboratory%20Waste%20Disposal%20Guide%208.5x11.pdf). |
| Decontamination Rules | Discuss rules for decontamination for chemical and biological hazards. |
| Elevator/Stair Transport Rules | Discuss elevator/stair hazardous material transportation rules. |
| Procurement, Donations, and Removing Materials from the Lab | Discuss procedures for procurement, donations, and removing materials from the lab. |

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|  | **Item** | **Action** |
| **Personal Protective Equipment** | Body Protection | Explain the types of lab coats, scenarios for use, and disposal / laundering guidelines. Refer to the [Personal Protective Equipment: Body Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/ppe/Personal%20Protective%20Equipment%20Body%20.pdf). |
| Eye Protection | Discuss appropriate eye protection for chemical & biological hazards, potential impacts, and light hazards. Refer to the [Personal Protective Equipment: Face & Eye Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/ppe/Personal%20Protective%20Equipment%20Face%20Eye.pdf). |
| Hearing Protection | Explain the types of hearing protection and scenarios for use. Refer to the [Personal Protective Equipment: Hearing Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/ppe/Personal%20Protective%20Equipment%20Hearing.pdf). |
| Gloves - Chemical or Biological | Discuss the appropriate hand protection for working with chemicals or biological materials. Refer to the [Personal Protective Equipment: Hands Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/ppe/Personal%20Protective%20Equipment%20Hands.pdf). |
| Gloves – Temperature | Discuss the appropriate hand protection for extreme temperatures. Refer to the [Personal Protective Equipment: Hands Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/ppe/Personal%20Protective%20Equipment%20Hands.pdf). |
| Gloves – Electrical Hazards | Discuss the appropriate hand protection for electrical hazards. Refer to the [Personal Protective Equipment: Hands Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/ppe/Personal%20Protective%20Equipment%20Hands.pdf). |
| Respiratory Protection | Explain the types of respiratory protection and scenarios for use. Refer to the [Personal Protective Equipment: Respiratory Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/ppe/Personal%20Protective%20Equipment%20Respiratory.pdf). |
| Safety Footwear | Explain the types of safety footwear and scenarios for use. Refer to the [Personal Protective Equipment: Shoes Fact Sheet](https://www.sjsu.edu/fdo/services/ehs/ehs-docs/ppe/Personal%20Protective%20Equipment%20Shoes.pdf). |
| Field Work Personal Protective Equipment | Discuss appropriate personal protective equipment for field work. |

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|  | **Item** |
| **Other Lab-Specific Safety Items** | ***The following instructions may be deleted:***  *List additional lab-specific safety orientation items as needed. You can attach word documents, PDFs, and photos. Unfortunately, you can't attach videos or power points.*  *You do NOT have to provide training that is redundant with the online awareness training that was required before entry into the lab.*  *You do NOT have to cover information found in safety SOPs if the lab personnel cannot be harmed by those particularly hazardous materials, equipment, or processes while unescorted in the lab. For example, you don’t have to extensively cover laser safety during this orientation training if it is not possible for lasers to be on while personnel without laser safety training are present.* |

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| **TEMPLATE Version** | **Date Implemented** | **Author** | **Revision Notes** |
| 1.0 | 8/6/2025 | Skye Kelty | New template |

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| **LAB-SPECIFIC Version** | **Date Approved** | **Author** | **Revision Notes** |
| 1.0 |  |  | New training document |