

NRI New Participant Safety Training Documentation Form

Please PRINT LEGIBLY and return this form to Azeb Demisse in Bio II rm. 6131 when complete.

Employee Name: _____	Job Title: _____
Home Department _____	Your E-mail address _____
UCSB Supervisor's Name: _____	Their Job Title: _____

Check below for all topics reviewed:

_____ Employees of UCSB and of the NRI have specific rights and responsibilities. These are described and available for review in the Campus Emergency Operations Plan (EOP) and Injury and Illness Prevention Plan (IIPP); and in the NRI EOP and IIPP. The campus plans may be reviewed at www.ehs.ucsb.edu/emergency

The NRI plans (not the same as campus plans) may be reviewed at <http://microscopy.nri.ucsb.edu/instrumentation/access>

_____ The Department Safety Representative (DSR) is Theresa Peña (theresa.pena@lifesci.ucsb.edu; 893-4621, Bio II rm. 6127). The Alternate DSRs is Karen Cisneros (karen.cisneros@lifesci.ucsb.edu; 893-5506, Bio II rm. 6131).

_____ In any emergency where there is injury to any person or threat to any structures, call 9-911 first and then notify the DSR.

_____ Any time the building fire alarm sounds, all personnel in the building must evacuate the building immediately and assemble at the lawn outside Anacapa Building. This is the NRI's Emergency Assembly Point.

_____ Santa Barbara is in an earthquake-prone area. Offices and labs must be arranged so that heavy or sharp objects will not fall on the occupants in a quake and so that heavy furniture will not fall in a way that blocks the exit.

_____ During a significant earthquake, occupants should stand in doorframes or take cover under desks until the quake is over. Then all occupants should quickly leave the building and go to the Emergency Assembly Point.

_____ Smoking is not allowed anywhere on the UCSB campus.

_____ Important safety information is usually sent to NRI people via e-mail. Additional information is posted on the Safety Bulletin Board on the 5th and 6th floor of Bio II.

_____ Everyone has the right and obligation to report any unsafe situation at UC. Such reports may be made directly to the supervisor or anonymously to the DSR or alternate. A Hazard Reporting Form is available at the Safety Bulletin Board, but this form is not required.

_____ Any employee injured on the job has specific rights and is usually required to report the injury within 24 hours. See the DSR for more information or to report an injury.

NRI-Facility Users

Everyone working in any NRI lab is required to complete UCSB EH&S Lab Safety training BEFORE starting work. This includes UCSB EH&S Lab Safety training and reading their lab's Chemical Hygiene Plan. If you are working in the NRI-MCDB Microscopy facility read that hygiene plan.

The General Online Training is available at the UC Learning Center: <http://learningcenter.ucsb.edu>

A general Lab Safety Class for Chemical Users is Sufficient (for example LS-40 but others are acceptable)

You will be added to the LHAT, NRI-MCDB Microscopy Facility with PI Ben Lopez in addition to your home lab

Chemical Hygiene Plan for the NRI-MCDB Microscopy Facility is available online [here](#).

I have read the relevant Chemical Hygiene Plan(s). Yes No

IMPORTANT: Please print out the email you receive from the Learning Center confirming that you have taken the course, and attach to this form or print out the documentation from the [EH&S Safety Training History](#). This form is not complete without it.

I understand all of the above and agree to comply with all requirements of safe work practice.

NRI Participant's Signature

Date

I acknowledge that under the UCSB Injury and Illness Prevention Program, supervisors are responsible for training employees in safe work procedures and for documenting this training. I approve this person to work in the NRI.

Faculty Supervisor's Signature

Date

(an email from your Faculty Supervisor is sufficient)

(email to nri.acct@lifesci.ucsb.edu)