



Safety Training Matrix for Laboratory Personnel

Purpose: This training matrix identifies minimum training requirements for laboratory personnel working in a research laboratory at Caltech. Responses to the questions in the matrix determine which requirements apply to you. *The Faculty (Principal Investigator) for a laboratory is responsible for ensuring lab personnel are trained.*

Application: These training requirements apply to Lab Supervisors, research personnel, postdocs, graduate students, undergraduate students, visitors, and general lab staff.

Training Timeline:

- **Applicable Lab Specific Training must be completed before beginning unsupervised work in a lab.**
- **All EH&S trainings for Radiation Safety, Laser Safety, viral vectors, and biological toxins must be completed before beginning work in these areas.**
- **All other Safety Office trainings are to be completed at the next available training session.**

* Lab Specific Training*

Safety Office Administered								
Laboratory Safety Orientation	Hazardous Waste Online Training ¹	Aerosol Transmissible Disease Training ¹	Comprehensive Biosafety ²	Bloodborne Pathogens ¹	Radiation Safety Orientation ³	Radioactive Sealed Sources ³	X-ray Diffraction Training	Laser Safety Training ⁴
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While at Caltech, you.....

Laboratory Safety	will work in a laboratory	•
	will work with a fume hood ^A	•
	will generate hazardous chemical waste	•
Biosafety	are at risk of exposure to human materials (blood, tissue, cells, bloodborne pathogens)	•
	will use biohazardous materials in a BSL2 lab	•
	will use a biosafety cabinet ^A	•
	will work with viral vectors	•
Radiation Safety	will work with aerosol transmissible pathogens	•
	will handle radioactive materials	•
	will work with radioactive sealed sources	•
Laser Safety	will work with radiation producing machines (X-Ray, XPS, X-Ray Diffraction)	•
	will work with Class 3B or 4 lasers	•

***Note:** Lab Specific Training is conducted and documented by the laboratory. The [Workplace Specific Safety Training](#) is available on the [Safety website](#) to assist with completing and documenting Lab Specific Training.

To sign-up for Training: Go to 'MyLearn', available through access.caltech.edu, and select 'Instructor-Led'

Other Training Available: EH&S offers a wide array of trainings, many of which are available on demand. Please visit the training website at: <https://safety.caltech.edu/training-/training-opportunities> for a full list of available courses.

NEED HELP? ♦ CONTACT SAFETY!

Phone: (626) 395-6727; Email: safety.training@caltech.edu; Website: www.safety.caltech.edu

Key: Refresher training required ¹ = Annually (available online); ² = Every 3 years for specific modules that apply;

³ = Determined by Radiation Safety Officer, contact Safety; ⁴ = Every 2 years; ^A = Available from Safety Office upon request.