

Safety Training Matrix for Laboratory Personnel

Purpose: This training matrix identifies the minimum training requirements for personnel working in a research laboratory setting at Caltech. Responses to the questions in the matrix determine which requirements apply to you.

BEFORE beginning work, the required training must be completed.

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

Need Help? Contact Safety!

Phone: (626) 395-6727

Email: safety.training@caltech.edu

Website: www.safety.caltech.edu

Are you a Caltech staff, student, postdoc, or visitor who...

		REQUIRED TRAINING									
		Laboratory Safety 101 *	Lab Specific Training	New Researcher Safety Orientation	Background Check and Controlled Substances Training	Comprehensive Biosafety Training ¹	Bloodborne Pathogens Training ²	Radiation Safety Orientation ³	Radioactive Sealed Sources Training ³	X-ray Diffraction Training	Laser Safety Training
Laboratory Safety	will work in a laboratory	•	•	•							
	will work with controlled substances				•						
	will work with pyrophoric materials		•								
Biosafety	is at reasonable risk of exposure to human materials (blood, specimens, tissue, cells, bloodborne pathogens)					•	•				
	will use biohazardous materials in a BSL2 lab					•					
	will use a biosafety cabinet ^A		•								
	will work with viral vectors					•					
	will work with biological toxins					•					
Radiation Safety	will handle radioactive materials							•			
	will work with radioactive sealed sources								•		
	will work with radiation producing machines (X-Ray, XPS, X-Ray Diffraction)									•	
Laser Safety	will work with high powered lasers (class 3B or 4)										•

To sign-up for Training: 1) Log into access.caltech.edu; 2) Select 'Training and Professional Development'; 3) Select the 'Course Catalog' tab; 4) Select 'Safety Training'; 5) Use the keyword search or select the relevant training topic; 6) Select the 'Choose or Enroll in Class' icon in the list of courses; 7) Select a time and date to attend.

Note: Lab Specific Training and New Researcher Safety Orientation are conducted by the laboratory. New Researcher Checklists are available on the [Safety website](http://www.safety.caltech.edu) under Section "N" of Manuals and Forms to assist with completing the orientation. Contact EH&S for the Background Check and Controlled Substances Training.

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://www.safety.caltech.edu/training> for a full list of available courses.

Key: Refresher training required * = Annually; ¹ = Every 3 years for specific modules that apply; ² = Annually (available online); ³ = Determined by Radiation Safety Officer, contact EH&S. ^A = Also available from EH&S upon request.