

CHEMICAL & BIOMOLECULAR ENGINEERING DEPARTMENT

KEY REQUEST FORM

TO REQUEST A KEY (checklist):

Fill out all the information below

Obtain your supervisor's signature (no keys will be issued without signature)

(wet labs only) Complete & provide ***certificate of completion*** for Laboratory Safety Course

(wet labs only) Complete the Lab Key Request Form (next page) ***in addition*** to this form

Obtain a Recharge ID from your supervisor

- A \$20.00 fee will be charged for each lost/not returned/damaged key.

Name: _____ UID: _____

Title: Post-Doc Grad. Student Undergrad. Researcher Visiting Scholar Other: _____

Supervisor Name: _____ Dept. (if not CBE): _____

E-Mail: _____ Phone: _____

Current Address: _____

Is this a lab key?	Key for: Room#/Building	Key # (office use only)	Date Key Issued (office use only)	Projected Date of Key Return	Recharge ID	Date of Key Return (office use only)	Lost key	Notes / Comments

Requestor's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Issued by: _____ Date: _____

Returned keys rec. by: _____ Date: _____

UNIVERSITY OF CALIFORNIA
HENRY SAMUELI SCHOOL OF ENGINEERING AND APPLIED SCIENCE
KEY REQUEST FORM

Requester Name _____ EMAIL _____

Department _____ Building _____

ID Number _____ Extension _____

STATUS	ROOM #	KEY #	Electronic Key Card or FOB #
_____ Faculty			
_____ Non-Academic Staff (Full-time)			
_____ Visiting Scholar			
_____ Post-Doctoral			
_____ Graduate Student			
_____ Student-Employee (Part-time)			
_____ Undergraduate Researcher			
_____ Other (Explain)			

Keys to research laboratories will only be issued after the following is completed. Person receiving keys must initial each item and sign below along with their faculty advisor.

1. I have completed the **LABORATORY SAFETY FUNDAMENTAL CONCEPTS** course and passed the competence exam. A record of this is on file in the Training Records section of the Laboratory Safety Manual _____ Initial

2. I have received the following training on **Personal Protection Equipment (PPE)** and have access to them.

I have been shown the laboratory and building exits in case of emergency:	Initial
I have been shown the location of the fire alarms:	Initial
I have been shown the location of the laboratory phone:	Initial
I have been shown the location of the laboratory shower AND how to use it:	Initial
I have been shown the location of the laboratory eye wash AND how to use it:	Initial
I have been shown the location of the laboratory fire extinguisher AND how to use it:	Initial
I have been shown the location of the laboratory first aid kit:	Initial
I have been given a copy and read the departmental Emergency Information sheet:	Initial
I have completed the Lab Safety Training (copy of my certificate is attached):	Initial
I have been shown a copy of the Particularly Hazardous Substances List	Initial

SIGNATURE _____ **DATE** _____

SIGNATURE
(Faculty Advisor or Supervisor) _____ **DATE** _____

Print Name _____

When this form is complete, please return to the Management Service Officer (MSO) in your department, for final approval & issuance of key(s).

Date Key(s) returned: _____ *Signature of Receiver:* _____

Please go to the following website to enroll in safety training courses.

ENVIRONMENT, HEALTH & SAFETY

www.ehs.ucla.edu

Under Training & Support, click on:
“EH&S COURSES”

Research Laboratory Hazard Assessment and Personal Protective Equipment Use

All new researchers (undergraduate students, graduate students, postdoctoral scholars, and research staff) must complete this worksheet. The goals are to insure knowledge of hazards that might be encountered in the research laboratory and to insure knowledge of how Personal Protective Equipment is used to avoid injury.

NAME _____

EMAIL _____ EXTENSION _____

STEP 1: Hazard Identification

Review potential chemical hazards and the recommended Personal Protective Equipment using the next page of this document.

Initials: _____

STEP 2: General Training for Personal Protective Equipment

See the PPE Selection Guide at EHS

<http://ehs.ucla.edu/Pub/PPE_Guidance.pdf>

Initials: _____

STEP 3: Lab Specific Training for Personal Protective Equipment

With the Faculty Advisor, Supervisor, or Lab Safety Officer:

Discuss what types of PPE are used in the lab.

Discuss when PPE is necessary in the lab.

Discuss how to obtain PPE for this lab.

Discuss how to wear, adjust, and use PPE for this lab.

Discuss proper care, maintenance, useful life, and disposal of the PPE for this lab.

Discuss the limitations of the PPE for this lab.

Discuss proper PPE practices including not wearing PPE outside of lab hazard areas.
(e.g. in hallways and eating areas)

Initials: _____

STEP 4: Documentation

Send a copy of this page to the Chemical Safety Officer in your department.

Save this sheet in the Training Records section of the Laboratory Safety Manual.

Initials: _____

SIGNATURE _____ DATE _____

SIGNATURE

(Faculty Advisor or Supervisor) _____ DATE _____

CHEMICAL USE HAZARDS

Activity	Potential Hazards	Recommended PPE
Working with small volumes (<4 liters) of corrosive liquids.	Eye or skin damage.	Safety glasses or goggles Light chemical-resistant gloves Lab coat.
Working with small volumes (<4 liters) of corrosive liquids, small to large volumes of acutely toxic corrosives, or work which creates a splash hazard.	Poisoning, increased potential For eye or skin damage.	Safety goggles Heavy chemical-resistant gloves Lab coat and chemical resistant Apron.
Working with small volumes (<4 liter) of organic solvents or flammable organic compounds.	Skin or eye damage, potential poisoning through skin contact.	Safety glasses or goggles. Light chemical-resistant gloves. Lab coat.
Working with large volumes (>4 liter) of organic solvents, small to large volumes of very dangerous solvents, or work which creates a splash hazard.	Major skin or eye damage, potential poisoning through skin contact. Fire.	Safety goggles. Heavy chemical-resistant gloves. Flame-resistant lab coat (e.g. Nomex).
Working with toxic or hazardous chemicals (solid, liquid, or gas).	Working with toxic or hazardous chemicals (solid, liquid, or gas).	Safety glasses (goggles for large quantities). Light chemical-resistant gloves. Lab coat.
Working with acutely toxic or hazardous chemicals (solid, liquid, or gas).	Increased potential for eye or skin damage, increased potential poisoning through skin contact.	Safety goggles. Heavy chemical-resistant gloves. Lab coat.
Working with an apparatus with contents under pressure or vacuum.	Eye or skin damage.	Safety glasses or goggles, face shield for high risk activities. Chemical-resistant gloves. Lab coat, chemical-resistant apron for high risk activities.
Working with air or water reactive chemicals.	Severe skin and eye damage. Fire.	Work in inert atmosphere, when possib Safety glasses or goggles. Chemical-resistant gloves. Lab coat, flame resistant lab coat for high risk activities (e.g. Nomex). Chemical- resistant apron for high risk activities.
Working with potentially Explosive chemicals.	Splash, detonation, flying debris, skin and eye damage, fire.	Safety glasses, face shield, and blast shield. Heavy gloves. Flame-resistant lab coat (e.g. Nomex).
Working with low and high temperatures.	Burns, splashes, fire.	Safety glasses. Lab coat. Thermally insulated gloves, when needed.
Minor chemical spill cleanup.	Skin or eye damage, respiratory damage.	Safety glasses or goggles. Chemical-resistant gloves. Lab coat. Chemical-resistant apron and boot/shoe covers for high risk activities. Respirator as needed. Consider keeping Silver Shield gloves in the lab spill kit.

IN CASE OF SERIOUS INJURY AT WORK!

1 IMMEDIATELY

CALL

911

FROM A CAMPUS
PHONE

(310)

825-1491

FROM OFF-CAMPUS
OR YOUR CELL PHONE

**OR GET
FIRST AID**

**2 NOTIFY YOUR
SUPERVISOR**

**AND
YOUR**

**PERSONNEL
DEPARTMENT**

**CALL EH&S
HOTLINE**

(310)

825-9797

WITHIN 8

HOURS

**If serious*
Injury**

***Serious Injury is:**

- Death
- Amputation
- Concussion
- Crushing
- Fracture
- Burn
- Laceration that requires stitches
- Laceration with significant bleeding
- Hospitalization greater than 24 hours

QUESTIONS?

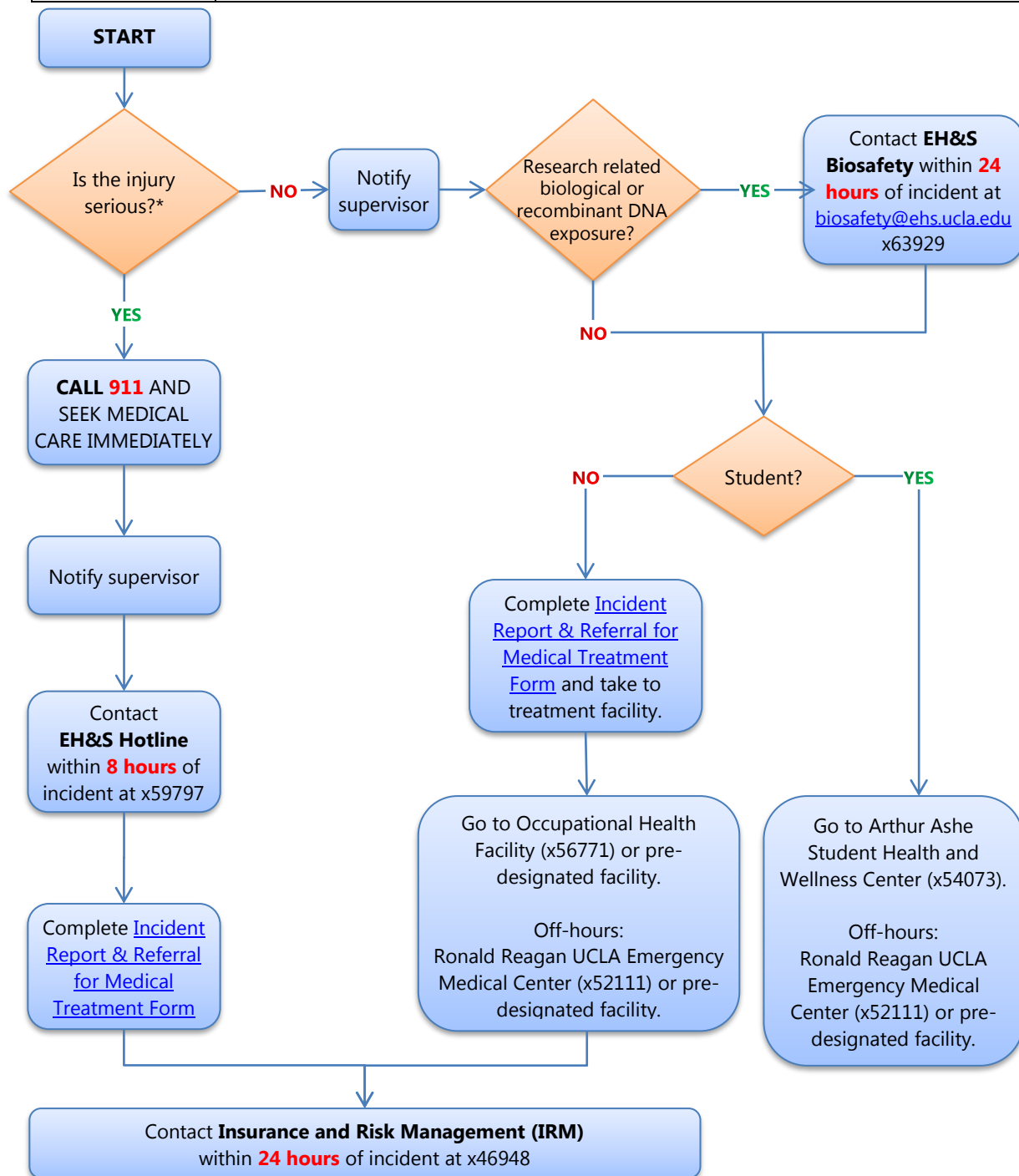
CALL EH&S AT 310-825-5689

www.ehs.ucla.edu

UCLA

ENVIRONMENT,
HEALTH & SAFETY





***Serious injuries include:** amputation, burn, concussion, crushing, death, fracture, hospitalization greater than 24 hours, and laceration with significant bleeding and/or that requires stitches.

Injury and Illness Prevention Program (IIPP)

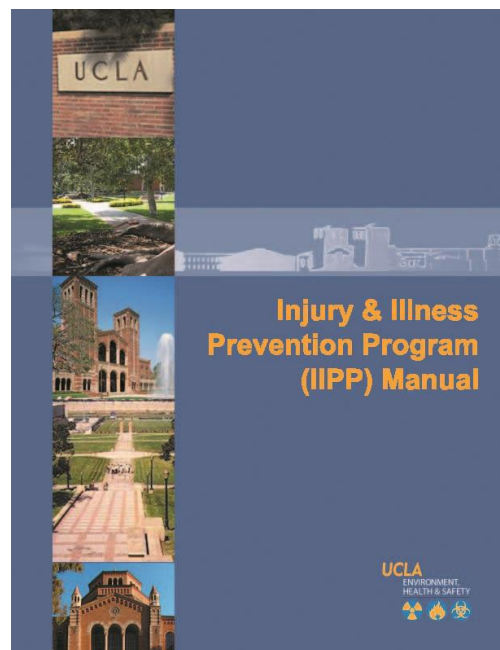
What is an IIPP?

The Injury and Illness Prevention Program (IIPP) is state-mandated program under Cal/OSHA (Title 8, CCR Section 3203), and provides a summary of the safety protocols and procedures specific to your workplace. The IIPP acts as your department's "umbrella" safety program that references any other safety programs that you may have in place geared towards specific work tasks/exposures (e.g. Shop Safety Manual, Lab Safety Manual, Biosafety Manual, etc.).

What does an IIPP include?

The Cal/OSHA regulation states that all IIPPs shall have the following eight components:

1. **Introduction and Scope:** References the Cal/OSHA regulation and introduces the topics covered by the program.
2. **Responsibilities:** Summary of responsibilities associated with the implementation and maintenance of the IIPP. All employees (faculty and staff) are held accountable for safety.
3. **Identification and Evaluation of Hazards:** Specifies the different types of inspections done for your department (office, lab, shop, etc.) and how to report hazardous work conditions.
4. **Correcting Hazards:** States that all hazards found during inspections or otherwise must be correctly in a timely manner.
5. **Communicating Hazards:** Methods of communication and resources available to employees with information about the hazards they may encounter at work.
6. **Injury Reporting and Investigation:** Procedures that must be followed if an employee is injured at work.
7. **Training and Documentation:** Training requirements that must be fulfilled by UCLA employees, and references any department-specific trainings that take place. All training must be documented.
8. **Compliance:** Non-compliance with the IIPP will result in disciplinary action.



How can I access my department's IIPP?

Ask your departmental safety coordinator/liaison or safety committee where you can access your IIPP.

Additional Information

- IIPP Template:
<http://ehs.ucla.edu/IIPP/IIPP-Template.docx>
- CCR Title 8, Section 3203:
<http://www.dir.ca.gov/title8/3203.html>
- UCLA EH&S Fact Sheets:
<http://map.ais.ucla.edu/go/1004391>

Contact EH&S:
Tel: 310-825-9797
Fax: 310-825-7076
www.ehs.ucla.edu

CONTACT INFORMATION

Emergency (police, fire and ambulance): 911 or 310-825-1491 (from cell phone or off campus)

Campus Emergency Information: 1-800-900-UCLA

UCLA Radio Broadcast: AM 1630

UCLA Website: www.ucla.edu

MEDICAL TREATMENT

Occupational Health Facility (employees): 310-825-6671

Ashe Center (students): 310-825-4073

Ronald Reagan UCLA Medical Center (emergency): 310-825-2111

FACILITIES MANAGEMENT

Trouble Call: 310-825-9236

Facilities Service Request (FSR): www.fsr.admin.ucla.edu

OFFICE OF ENVIRONMENT, HEALTH & SAFETY (EH&S)

EH&S Hotline: 310-825-9797

Report Serious Injuries: 310-825-9797

Website: www.ehs.ucla.edu

EH&S PROGRAMS

Biological Safety • Chemical Safety • Environmental Health • Ergonomics • Fire and Life Safety • Haz Mat Team • Hazard Communication • Hazardous Waste Management • Industrial Hygiene • Laboratory Safety • Laser Safety • Radiation Safety • Injury and Illness Prevention • Shop Safety

OFFICE OF EMERGENCY MANAGEMENT

Telephone: 310-825-6800

Website: www.emergency.ucla.edu

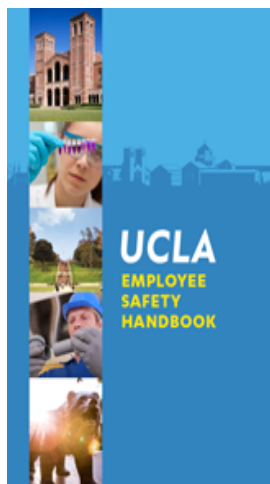
OFFICE OF INSURANCE AND RISK MANAGEMENT

Telephone: 310-825-6948

Website: www.irm.ucla.edu



EMPLOYEE SAFETY HANDBOOK



(<http://ucla.box.com/ehs-employee-safety-handbook>)The [UCLA Employee Safety Handbook \(https://ucla.box.com/ehs-employee-safety-handbook\)](https://ucla.box.com/ehs-employee-safety-handbook) provides valuable information to help you integrate safety into your daily processes. All employees are required to review the handbook. The Handbook, revised in 2014, covers important health and safety topics, including:

- Simple techniques for making the working environment safer and preventing common campus accidents
- Emergency preparedness
- Managing laboratory hazards
- An employee's role in environmental protection
- Campus safety and **security** resources
- Safety training topics

HOW DO I OBTAIN THE HANDBOOK?

The Handbook is available to employees through the online [UC Learning Center \(http://lms.ucla.edu\)](http://lms.ucla.edu) and in hard copy (by request only). Employees without email addresses will be instructed to attend an instructor-led discussion about the Handbook.

HOW ARE COMPLETION RECORDS MAINTAINED?

Records of completion are maintained through the online [UC Learning Center \(http://lms.ucla.edu\)](http://lms.ucla.edu). The preferred method is for employees to read the Handbook online, which allows individual employees to acknowledge that they have read the Handbook through the online learning center. (Note: it will take approximately 45 minutes to review the handbook online.) Employees without computer access will attend instructor-led sessions, and records from these sessions will be uploaded into the online learning center.

WHAT'S MY ROLE?

Everyone at UCLA plays a key role in creating and maintaining a healthful and safe workplace. Employees, supervisors/managers and directors can support this goal in different ways:

Employees

Review the handbook online or, if necessary attend a classroom session, to learn your role in keeping the campus safe.

Supervisors and Managers

The UCLA Employee Safety Handbook can be used in conjunction with the Injury and Illness Prevention Plan (IIPP) to assist departments in creating an effective safety culture. In addition to reviewing the handbook, supervisors or managers should:

- Use the [Supervisor's Discussion Guide \(https://ucla.box.com/ehs-ehs-supervisor-guide\)](https://ucla.box.com/ehs-ehs-supervisor-guide) to lead a conversation with your staff on the applicable sections
- Require completion of the UC Learning Center Activity, which simplifies maintenance of training records
- Request hard copies of the Handbook for employees without access to computers or as in-office resources
- Include the Handbook in on-boarding activities for new employees

Deans, Directors and Other Executive Leaders

Your support of this initiative will ensure its success. By encouraging the use of the Handbook as one of the many safety resources available to faculty, staff and students, you will contribute to a culture in which everyone takes responsibility for their own and the safety of others.

EVC SCOTT WAUGH'S APRIL 30, 2012 MEMO TO THE CAMPUS ([HTTPS://UCLA.BOX.COM/EHS-ESH-2012-MEMO](https://ucla.box.com/ehs-esh-2012-memo))

Injury Prevention

Email: injuryprevention@ehs.ucla.edu (http://mce_host/ucla-ehs/worker-safety/injuryprevention@ehs.ucla.edu) | Phone: (310) 825-5689 | Fax: (310) 825-7076

ENVIRONMENT, HEALTH & SAFETY

(310) 825-5689

EH&S HOTLINE: (310) 825-9797
