ONBOARDING & ACCESS TO LAB SAFTEY TRAININGS CHECKLIST

ONBOARDING

☐ Check your email regularly for a message from Harvest (Payroll) with an onboarding package.

☐ Follow the email instructions and set up an onboarding appointment.

☐ You will be asked to confirm a date to have documents verified in person.

☐ Attend the in-person appointment.

☐ Harvest will contact you when your new Employee ID and NetID is generated.

Note, this process may take up to three weeks and must be completed prior to having access to lab safety trainings and lab keys.

ACCESS TO LAB SAFETY TRAINING (AFTER ONBOARDING)

☐ Once you have your new Employee ID and NetID, you can sign into UCR Learning center (LMS) and complete the Minimum Lab Safety Trainings.

- Go to http://ucrlearning.ucr.edu/.
- You will be asked to log in using your NetID and password.
- Once logged in, select the ▦ icon to open the course library.
- Find the header for Environment, Health and Safety. Under this section, search for the required training you are completing.

☐ **Complete (1) Laboratory Safety Fundamentals** (ECOURSE) – anyone working in a laboratory must attend this course which addresses the specific information needed by those working in labs.

☐ **Complete (2) Hazardous Waste Management** – anyone working in a lab, art studio or shop, greenhouse, crafts/trade shop, etc. needs to attend this training.

☐ **Complete (3) Fire Extinguisher Training** – anyone working in a lab, art studio or shop, greenhouse, crafts/trade shop, etc. needs to attend this training.

☐ **Completed (4) Radiation Safety Training** – If employee will be working with radiation, they need to complete this course before they handle materials or equipment that produces radiation. If you are unsure, ask your PI/supervisor.

☐ Once your Lab Safety Trainings are completed (you will receive email confirmations of each), download a PDF copy of your transcript, and email it to your PI/Supervisor.

- Go to http://ucrlearning.ucr.edu/.
- Select "Transcripts & Certificates"
- Select "Export to PDF"

☐ Your PI/Supervisor will email you information about WSSP (Worksite Specific Plan) for your review and signature.

☐ Your PI/Supervisor will then email EMN Admin (and Cc you) with a request for keys, copy of your transcript and WSSP.

☐ EMN Admin will acknowledge and send you details to make an appointment to pick up keys.

☐ Other Lab Safety orientation specific to each unique laboratory (i.e. Animal Use Protocol) will be provided to you by your PI/Supervisor on the first day you are granted access to or assigned work activities in the laboratory. These will be maintained in the Laboratory Safety Manuel located in every lab space.

Any questions through this process, contact your PI/Supervisor and Estella Davalos (estellad@ucr.edu) for assistance.