

Initial Orientation

- Familiarize yourself with the campus Occupational Health and Safety policies and procedures (<http://www.uab.edu/ohs/>)
- Identify at least one person in your lab to be the Laboratory Safety Contact
- Contact the OH&S and tell them who you designated as the Laboratory Safety Contact (in case you are not available) (OH&S 934-2487)
- Will renovations and/or lab remodeling need to happen. If so:
 - Get OH&S input/approval to make sure the space is in compliance with the regulations and university policies

Safety Programs

- Sign up for the B-Alert System (the Emergency Notification System at UAB)
 - <http://www.uab.edu/emergency>
 - <http://www.uab.edu/ohs/emergency-preparedness>
 - <http://www.uab.edu/emergency/response>
 - <http://www.uab.edu/app/>
 - <http://www.uab.edu/ohs/campus-safety/campus-safety-building-admins>
- Know your Building Emergency Plan
- Have a Severe Weather Plan
- Know where the fire extinguishers are in your building
- Know what to do if there is a fire in your building
- Review the proper Emergency Contacts
 - <http://www.uab.edu/ohs/emergency-contact>
 - Emergency: Dial 911 from a UAB phone or use Emergency Button on RAVE Guardian
 - Campus Police: 205-934-3535
- Locate the Safety Manuals, Guides, and plans your lab will need
 - Safety Manuals: <http://www.uab.edu/ohs/manuals-plans>
 - Forms & Guides: <http://www.uab.edu/ohs/forms-guides-and-signs>
- Print, fill out, and file your lab's safety manuals, guides, and plans

- Fill out the OH&S Employee Health Enrollment Form
 - http://www.uab.edu/ohs/images/docs/emp_health/Enrollment_Form_2014-07-14.pdf
 - Submit your OH&S Employee Health Enrollment Form
- Fill out your Project Registration Form
 - <http://www.uab.edu/ohs/research-safety/project-registration>
 - Submit your Project Registration Form to OH&S
- Establish your online account for the UAB online Chemical Inventory System
 - <http://www.uab.edu/ohs/chemical-safety/chemical-inventory-management-system>
- Familiarize yourself with ChemWatch
 - <http://jr.chemwatch.net/chemwatch.web/dashboard>
- Post all required Emergency Notification Signs (Door Signs)
 - http://www.uab.edu/ohs/images/docs/chem/Emergency_Notification_Sign_2014.pdf
- Complete the proper training for Hazardous Material Management and disposal
 - <http://www.uab.edu/ohs/environmental-management>
 - Disposal of waste: <http://www.uab.edu/ohs/services/hazardous-materials-and-waste>
 - Training: <http://www.uab.edu/ohs/training/hazardous-materials>
 - Manifests: <http://www.uab.edu/ohs/waste-manifests>
- Build and place your spill kit in your lab
 - <http://www.uab.edu/ohs/services/spill-cleanup>
 - http://www.uab.edu/ohs/images/docs/ss/ss_spillresponse.pdf
- Know how to request a decontamination consultation
 - <http://www.uab.edu/ohs/services/decontamination>
- Determine if the indoor environment you are in is healthy or causing a health related issue
 - Provide OH&S Staff information to investigate
 - <http://www.uab.edu/ohs/services/indoor-air-quality>
- Complete shipping hazardous materials training if necessary
 - <http://www.uab.edu/ohs/training/hazardous-materials>
- Complete, review, and sign your Chemical Hygiene Plan and SOP
- Know the On-The-Job Injury/Illness Program Process
 - <http://www.uab.edu/humanresources/home/relations/on-the-job-injury-oji>

Permits and Approvals

- Does your research involve the use of Select Agents? If so:
 - Gain approval for Select Agents
 - <http://www.uab.edu/ohs/research-safety/select-agent-registration>
- If your research involves Controlled Substances, you must gain Controlled Substance Use Authorization
 - <http://www.uab.edu/ohs/controlled-substances>
- Does your research involve Radioactive Materials? If so:
 - <http://www.uab.edu/ohs/radiation-safety>
 - Gain Radioactive Materials Use Authorization
 - Gain approval of lasers (if needed)
 - <http://www.uab.edu/ohs/radiation-laser-safety>
- Extremely hazardous chemicals and toxic gases
 - Gain approval of OH&S Chemical Safety

Training

- Complete the OH&S Training Decision Tree
 - <http://www.uab.edu/ohs/training>

Audits

- Safety Audits
 - <http://www.uab.edu/ohs/forms-guides-and-signs>
- Forms, Guides
 - <http://www.uab.edu/ohs/forms-guides-and-signs>

If your research involves human subjects or use of animals you may have to gain approval from IRB and ARP respectively.