Department Chairs/Unit Heads,

The purpose of this correspondence is to announce the release of the University of California “Lab Safety for Support Personnel” course. This course was developed by faculty and staff representing the ten campuses and is designed for individuals who may enter a laboratory to provide a support function, but do not routinely work in a laboratory. This course describes the hazards that the support personnel may encounter and how to recognize them as required by the State of California regulations (8CCR3203). The course also reinforces the hazard signage and personal protective equipment (PPE) requirements for entering a teaching or research laboratory.

Please note that 1) this course is not intended for laboratory personnel and 2) the supervisors of the support personnel are responsible for ensuring their staff are properly trained before entering the laboratories.

A few examples of individuals who must successfully complete this course are:

- Any Administrative Support Personnel who may have a need to enter a teaching or research laboratory (e.g., a Departmental Business Office worker or student who delivers packages to the laboratories).
- Any Facilities worker (e.g., custodian, electrician, plumber, etc.) who may have a need to enter teaching or research laboratory.

The course may be accessed using the link below and completed prior to entering the laboratory or no later than September 30, 2014:

   [http://safetyservices.ucdavis.edu/tr/lmsL/LSFSP](http://safetyservices.ucdavis.edu/tr/lmsL/LSFSP)

If you have any questions regarding this course, please send to healthandsafety@ucdavis.edu.

Best regards,

Research Community Coordinator

_Think Safe. Act Safe. Be Safe._