The following four steps are to be completed when
1) A new laboratory worker starts, and/or
2) Hazards or processes change

### Principal Investigators (PI)

Use the Laboratory Hazard Assessment Tool (LHAT) to:
- Create lab groups
- Assess workplace hazards to determine appropriate PPE
- Add staff and lab workers associated with group
- Optional - Assign a delegate to perform some functions (add/remove lab members, update PPE, initial hazard assessment)

- Questions about LHAT? Contact EH&S at lhat@ucsc.edu

### Lab Worker

Use LHAT to:
- Associate with a lab group
- Review hazard assessment
- Watch the Outfit for Safety Training video, review PPE guide, and complete quiz
- Print a PPE voucher

- Questions about LHAT? Contact EH&S at lhat@ucsc.edu

### Fitting and Distribution

- Information on PPE Office hours is available on the EH&S website
- Take PPE voucher to PPE Office (PSB 210)
- Questions about PPE? Contact EH&S at ppe@ucsc.edu

### PPE Maintenance

- Safety eyewear should be stored safely, cleaned and inspected regularly. Contact the PPE Office for a replacement if eyewear becomes damaged.
- Lab coats are laundered by Mission Linen, and paid for by EH&S. Your laundry location is designated at the time of distribution. Mission is able to do minor repairs. Coats that have significant damage should be disposed of as standard waste; coats that have been contaminated should be disposed of as hazardous waste. Notify EH&S of any coats that have been disposed.