

GETTING STARTED

PROCEDURES FOR NEW PERSONNEL

(STUDENTS, FACULTY, VISITORS, STAFF, VOLUNTEERS, ETC.)

Whether the new personnel in your spaces are going to be working in the lab, office, greenhouse, or field they will need to complete safety training before starting any work. Below are a list of procedures to follow for all new personnel.

- Contact Phoenix HR (phoenixHR@ucdavis.edu) to prepare appointment and/or onboarding paperwork.
 - In some cases, Phoenix HR will need to initiate temporary affiliate status for new personnel (generally visitors and volunteers).
- Email account and Kerberos: Here is the link to set up your email account.
<https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi> Click on the “Get your UC Davis Computing Account” link to set it up. You will need your employee ID.
 - NOTE: It can take up to 24 hours from the time we enter your appointment in the system before you will be able to access email.
- Learning Management System (LMS) - Send the full name, ucdavis.edu email address, and brief description of the type of work your new personnel will be doing to the department safety coordinator: Andrew Ross abross@ucdavis.edu to start this process.
- Adding personnel to lab roster – all personnel who enter labs must complete the Lab Hazard Assessment and PPE training.
 - Log into the UCOP safety suite of programs at: <https://ehs.ucop.edu/> .
 - Click on your name in the lower left side of the screen.
 - Click on groups.
 - Add new lab members in the field provided (ie: search to add person).
 - The system will send an automated email to your new personnel with links to the training. Alternatively, your new personnel can find their “action items” on the home screen at: <https://ehs.ucop.edu/> .
- EAP/IIPP training – all personnel must be trained on the emergency action plan (EAP) and the injury and illness prevention program (IIPP). These are on the safety pages of the department website.
- Keys – in order for any personnel to receive departmental keys, all UCD required safety training must be completed. When all safety training is complete:
 - Make a copy of the safety training form (ie: site specific initial lab safety training for lab personnel, phoenix cluster initial safety training for office personnel, Greenhouse/field safety for all greenhouse/field workers, EAP and IIPP for all others) for your lab safety records.
 - NOTE: all volunteers, students, interns, faculty, etc. who work in locations where temperatures can reach 80°F (~27C) or more have to complete online heat illness training through LMS before starting. Before starting, all personnel who work in a greenhouse/field must complete greenhouse/field safety training through Plant Sciences at: <https://greenhouses.caes.ucdavis.edu/greenhouse-safety>.
 - Take the original completed/signed site specific initial safety training form with a completed key form to the department purchasing office in 367 Briggs for ENT or 355 Hutchison for PLP to receive keys.