**Lab Safety Fundamentals Training**

Lab Safety Fundamentals Training is required for all ASCE activities and must be completed before you attend any of our workshops. In addition, you will need similar training to participate in research opportunities on campus.

**If you have not previously completed the Lab Safety Fundamentals Training**, please follow the instructions below to complete your Lab Safety Fundamentals Training:

1. Access UCLA Worksafe via this link (<https://worksafe.ucla.edu/UCLA/Programs/Standard/Control/elmLearner.wml?portalid=Learnerweb>) and sign in using your UCLA Login Information.

2. Select “Course Catalog” in the banner located on the left side of the home page.

3. Locate the course named “Laboratory Safety Fundamentals” and hit “Launch.” You may need to disable your ad blocker and/or enable pop-ups for this website if you use Google Chrome. If the website does not work on Google Chrome, you may need to use Internet Explorer or another browser. The course will require approximately 1.5 hours to complete.

4. When you have completed the course, select “My Dashboard” in the banner located on the left side of the page. Find “Lab Safety Fundamentals” under “Completed Training” and screenshot/clip an image of the Certificate of Completion.

**If you have previously completed the Lab Safety Fundamentals Training**, please follow the instructions below to complete your Lab Safety Fundamentals Training *Refresher*:

1. Access UCLA Worksafe via this link (<https://worksafe.ucla.edu/UCLA/Programs/Standard/Control/elmLearner.wml?portalid=Learnerweb>) and sign in using your UCLA Login Information.

2. On the following home page, under “Course Title,” you will find the courses you have taken (i.e. “Laboratory Safety Fundamentals” or “Lab Safety Fundamentals Refresher”). Under “Action,” select “Retake” to renew your Certificate of Completion. The course will require approximately 30 minutes to complete.

4. Screenshot/clip an image of the Certificate of Completion.

If you have any questions, please contact Alex Lee at alee6409@ucla.edu.