

# Area Safety Coordinator Checklist

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\*Please note that this list of safety training and resources can also be found on [Blink](#).

## The Basics

- Visit with Biology HR
- Complete paperwork, obtain [New Worker Checklist](#)
- Get *single sign-on* (username and password) for web usage
- Log on and set up your UCSD email account
- Visit the [Campus Card office](#) for your UCSD ID
- Proofread and confirm your BLINK directory information (address, contact info.)

## Safety Training

- Before you begin working in lab, complete the [UC Safety Fundamentals](#) and [Annual Laboratory Hazards Training](#).
- Additional training (research dependent)
  - **Animal Care Program**
  - **EH&S:** Bloodborne Pathogens, Viral Vectors, Aerosol Transmittable Diseases, Radiation Safety, Controlled Substances, Laster Safety, etc.
  - **Division:** Autoclave training
- Visit the [PPE office](#) for your 2 fitted lab coats and 2 pairs of safety glasses.

## In the Lab

- Meet with your PI and lab manager, review [New Worker Checklist](#) (sign upon completion)
- Ask your PI to visit [My Research Safety](#) and confirm you are listed as the **lab contact** under [PI profile](#), which will give you editing privileges.
- Make sure the PI profile is up-to-date with current lab members.
- Review the [Laboratory Hazard Assessment Tool](#) (LHAT) and have your PI send it to you for electronic confirmation.
- Visit the [Chemical Hazard Use Application](#) (CHUA) and make sure all Hazard Control Plans (HCP) and your lab's [chemical inventory](#) are current.
- Add any additional applicable research authorizations
  - Biohazard Use Authorization (BUA), Radiation Use Authorization (RUA), Laser Use Authorization (LUA), Controlled Substances Use Authorization (CSUA)

## Emergency Preparedness

- Update your emergency contact information (lab-specific)
- For [injuries](#), [report](#) your injury and seek medical attention at [UCSD Thornton Hospital](#). In an emergency, dial 911.
- Study your building's [Emergency Action Plan](#) and be aware of the evacuation location
- Register for [campus emergency alerts](#)
- Be aware of the red [Emergency Response flip-guide](#) hanging in your lab
- Keep the first aid kit readily supplied using the [online order form](#)