Area Safety Coordinator Checklist

*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