Staff Checklist (SRAs, ASEs, undergrads, etc.)

*Please note that staff is defined as “individuals who receive a UCSD paycheck”. Also, 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 area safety coordinator to visit My Research Safety and send you the Laboratory Hazard Assessment Tool (LHAT) and Hazard Control Plans (HCP) from the Chemical Hazard Use Application (CHUA) for your review and digital signature
- Make sure you are added to 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