

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

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\*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](#)