Temporary Worker 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 work, complete the UC Safety Fundamentals and Annual Laboratory Hazards Training
- Additional training (dependent in research areas of access)
  - 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

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 all labs