Area Safety Coordinator Checklist

*Please note that this list of safety training and resources can also be found on Blink.
This checklist is supplementary to the classification (staff/grad student/volunteer/visiting scholar) specific checklist found online.

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, ACL-2 Insectary, etc.
  - Division: Autoclave training
- Visit the PPE office for your 2 fitted lab coats and 2 pairs of safety glasses.
- Request “New Area Safety Coordinator Orientation” with the Biology Safety Office if desired. This orientation is optional.

In the Lab
- Meet with your PI and lab manager, review New Worker Checklist (sign upon completion)
- Understand how to complete “New Worker Checklists” and orientation for new lab members
- 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. Help to keep this chemical inventory up to date.
- As new members join your lab, assist your PI in ensuring they are added to Lab Personnel Lists, your lab’s LHAT, appropriate HCPs, and your lab’s BUA.
- Add any additional applicable research authorizations
  - Biohazard Use Authorization (BUA), Radiation Use Authorization (RUA), Laser Use Authorization, Controlled Substances Use Authorization (CSUA)
  - Ensure that all of these authorizations are kept updated and active
  - Help PI make amendments to authorizations when appropriate (ex: acquisition of new biological material or protocol, new locations, acquisition of a new controlled substance)
- With your PI’s assistance, ensure all information in My Research Safety “EH&S Profile” is kept updated. This includes:
○ Lab contacts, Lab locations, and Lab Personnel
□ Orient yourself to Biology’s Safety Training Notifications System

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
□ Know the location and keep your lab’s Red Emergency Evacuation Clipboard roster updated.
□ Keep the first aid kit readily supplied using the online order form