

UCSD New Laboratory Worker Checklist

PI: _____ New Worker Name: _____

Complete this form and store a copy with the lab's safety training certificates

Prior to starting work, all laboratory staff, students, volunteers, etc :

- Online Laboratory Safety Orientation in UC Learning Center: _____
- Online Annual Lab Hazards Training in UC Learning Center: _____

Additional Training is required for work with the following (enter date or 'NA'):

- Bloodborne pathogens: _____
- Laser Safety: _____
- Viral Vectors: _____
- Radioisotopes: _____
- Controlled Substances: _____

Lab-specific Safety Orientation:

Have you been shown the locations/procedures related to the following?

- Fume hoods, biosafety cabinets and other engineering controls
- Hazardous material storage locations
- Fire extinguishers and pull stations
- Eye wash/douse showers
- First aid kits
- Reporting injuries to your PI
- Hazardous materials spill kits
- Emergency response guide
- Lab gathering point and evacuation procedures

Have you been able to review each of the items below?

- UC San Diego Laboratory Safety Manual: <http://blink.ucsd.edu/safety/research-lab/laboratory/>
- UC San Diego Chemical Hygiene Plan: <http://blink.ucsd.edu/safety/research-lab/chemical/hygiene.html>
- Material Safety Data Sheet system: www.ucmsds.com
- Your PI's Activity Hazard Assessment Tool

Have you been issued or given access to:

- A lab coat
- Face shield
- Splash goggles
- Safety glasses
- Disposable gloves
- Cryogen gloves

AREA SAFETY COORDINATOR ACTION ITEMS

- Add person as user for the Online Tag Program¹
- Add person to CHUA Personnel Section
- Send person applicable Hazard Control Plans in CHUA for review if applicable
- Add person to Biohazard Use Authorization if applicable
- Complete Radioisotope User Enrollment Form² if applicable
- Complete Personnel Screening Data Sheet³ for Controlled Substance Users if applicable

Area Safety Coordinator: _____
Name Signature

New worker: _____
Signature Date

¹ [http://blink.ucsd.edu/safety/research-lab/hazardous-waste/tag-use.html#Online-Waste-Tag-Program-\(OTP\)](http://blink.ucsd.edu/safety/research-lab/hazardous-waste/tag-use.html#Online-Waste-Tag-Program-(OTP))

² <http://blink.ucsd.edu/safety/research-lab/radiation/RUA/management.html#Amend-technical-details,-and-ad>

³ http://www-ehs.ucsd.edu/lab/CS/PSDS_applicant.pdf