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

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)
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