

# UCSD New Laboratory Worker Checklist

Complete this form for all lab personnel. See <http://blink.ucsd.edu/go/labchemtrain> for information on training requirements.

**All lab workers:** <http://blink.ucsd.edu/menu/lab>

- Attend Lab Safety Principles/IIPP training, date: \_\_\_\_\_

Additional training requirements:

**Radioactive materials users:** <http://blink.ucsd.edu/menu/rad>

- Attend Basic Radiation Safety Seminar, date: \_\_\_\_\_
- Submit a Radioisotope User Enrollment form
- Discuss radiation safety issues (waste, surveys, storage)

**Laser users:** [http://blink.ucsd.edu/Blink/External/Topics/How\\_To/0,1260,11891,00.html](http://blink.ucsd.edu/Blink/External/Topics/How_To/0,1260,11891,00.html)

- Attend Laser Safety Training, date: \_\_\_\_\_
- Discuss and document lab specific Laser safety issues.

**Biohazard users:** <http://blink.ucsd.edu/menu/bio>

- Attend required biosafety classes:
  - o Bloodborne Pathogens, date: \_\_\_\_\_
  - o Viral Vectors, date: \_\_\_\_\_
- Discuss biohazard issues (disinfection, exposure control plan, waste)
- BSL-3 Orientation, date(s): \_\_\_\_\_

**Controlled Substance users:** <http://blink.ucsd.edu/go/cs>

- Submit a Personnel Screening Data Sheet
- Attend Controlled substance training (Recommended)
- Review Authorized Personnel Responsibilities, Date: \_\_\_\_\_

**Animal Use:** <http://blink.ucsd.edu/go/vivariumsafety>

- Attend Orientation to Animal research, date: \_\_\_\_\_
- Discuss specific lab policies regarding animals: \_\_\_\_\_
- Review Policy for Employees or Affiliates With Research Animal Contact

**Lab-specific Safety Orientation:**

- Locations of:
  - o Fire extinguishers and pull stations
  - o Eye wash/douse showers
  - o First aid kits
  - o Hazardous materials spill kits
  - o Emergency response guide
  - o Lab gathering point and evacuation procedures
- Procedures for chemical safety:
  - o General Chemical Safety Guidelines <http://blink.ucsd.edu/go/chemicalsafety>
  - o MSDS access – <http://blink.ucsd.edu/go/msds> or other source
  - o Locations and type of written lab safety procedures, including any lab-required approvals
  - o First aid considerations (Calcium gluconate gel for hydrofluoric acid exposure)
  - o Chemical storage locations

- Location and safe use of:
  - Chemical fume hoods
  - Biological safety cabinets
  - Other engineering controls (glove boxes, gas cabinets)
  - Hazardous Lab equipment (autoclaves, centrifuge, table saws)
  
- Appropriate use of personal protective equipment (PPE):
  - Gloves
  - Lab coats
  - Eye protection
  - Other
  
- Laboratory waste
  - Location, tags, storage requirements, pick up requests

**PI:** \_\_\_\_\_

**Area Safety Coordinator:** \_\_\_\_\_

**New worker:** \_\_\_\_\_  
(print name) (signature) (date)