

UCSD New Laboratory Worker Checklist

PI: _____ New Worker Name: _____

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

Is the new worker not a UCSD student or staff member? An Affiliate Account will be needed. [Contact your DSA to request this.](#)

Prior to starting work, all laboratory staff, students, volunteers must complete:

- ☐ Online [UC Laboratory Safety Fundamentals](#) in UC Learning Center : _____
- ☐ Online [Annual Laboratory Hazards Training](#) in UC Learning Center : _____
- ☐ Read your PI's Laboratory Hazard Assessment Tool : _____

Additional Training is required prior to Supervising staff or work with the following (enter date or 'NA'):

- | | |
|---|--|
| ☐ Supervisor Safety : _____ | ☐ Laser Safety : _____ |
| ☐ Bloodborne pathogens : _____ | ☐ Radioisotopes : _____ |
| ☐ Viral Vectors : _____ | ☐ 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 | ☐ Eye wash/douse showers |
| ☐ Hazardous material storage locations | ☐ Reporting injuries to your PI |
| ☐ Fire extinguishers and pull stations | ☐ Emergency response guide |
| ☐ Lab gathering point and evacuation procedures | ☐ Waste procedures for your lab, including accumulation areas, labeling requirements and registration in/use of the Online Tag Program |
| ☐ First aid kits | |
| ☐ Hazardous materials spill kits | |

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

- ☐ [UC San Diego Laboratory Safety Manual](#)
- ☐ [UC San Diego Chemical Hygiene Plan](#)
- ☐ [Material Safety Data Sheet database](#)
- ☐ Please add additional lab specific process or equipment trainings below (cryostat, centrifuge, shop equipment, rotory evaporators, etc.):
 - ☐ _____ ☐ _____
 - ☐ _____ ☐ _____

Have you been issued or given access to minimum Personal Protective Equipment:

- | | |
|--|---|
| ☐ A lab coat (basic or flame resistant) | ☐ Eye Protection (safety glasses, goggles) |
|--|---|

Lab coats and safety glasses are provided by EH&S at our PPE fitting office at [UC 401](#), between 10AM and 3PM daily. Visit our [PPE Support for Researchers](#) page for more information.

AREA SAFETY COORDINATOR ACTION ITEMS

- ☐ Add person to [CHUA Personnel Section](#), document their PPE assignments
- ☐ Send person applicable [Hazard Control Plans](#) in CHUA for review
- ☐ Add person to the lab's [Biohazard Use Authorization](#) if applicable
- ☐ Complete [Radioisotope User Enrollment Form](#) if applicable
- ☐ Complete [Personnel Screening Data Sheet](#) for Controlled Substance Users if applicable

Area Safety Coordinator: _____

Name

Signature

New worker: _____

Signature

Date

Contact the EH&S Research Assistance Program with any questions: EHSRAP@ucsd.edu