

# UCSD New Laboratory Worker Checklist

PI: \_\_\_\_\_ New Worker Name: \_\_\_\_\_

Complete this form and store a copy with the lab worker's profile in [Training Analytics](#).

- 1.Type "New" in the training filter box and select New Worker Checklist
- 2.Click Search button under PI name
- 3.Upload this completed document via the cloud icon next to the lab worker's name

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 and confirm your PI's Laboratory Hazard Assessment Tool ([LHAT](#)) : \_\_\_\_\_

Additional Training is required prior to Supervising staff or work with the following (enter date or 'NA'):  
Training can be found on UC Learning

- Supervisor Safety: \_\_\_\_\_
- Bloodborne pathogens: \_\_\_\_\_
- Recombinant and Synthetic Nucleic Acids: \_\_\_\_\_
- Laser Safety: \_\_\_\_\_
- 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
- Lab gathering point and evacuation procedures
- First aid kits
- Hazardous materials spill kits
- Eye wash/douse showers
- [Reporting injuries](#) to your PI
- Emergency response guide
- Waste procedures for your lab, including accumulation areas, labeling requirements and registration in/use of the [Online Tag Program](#)
- [Minimum Lab Attire Requirements](#) - Full length pants (or equivalent) and closed toe/heel shoes

Have you been able to review each of the items below? UCSD Policies and programs can be found on [blink.ucsd.edu](http://blink.ucsd.edu)

- [UC San Diego Laboratory Safety Manual](#)
- [UC San Diego Chemical Hygiene Plan](#)
- [Safety Data Sheet database](#)
- Please add additional lab specific process or equipment trainings below (cryostat, centrifuge, shop equipment, rotary 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 Mon.-Fri. Visit our [PPE Support for Researchers](#) page for more information.

## AREA SAFETY COORDINATOR ACTION ITEMS

- Add new worker to [My EH&S Profile](#), and document their PPE assignments
- Add new worker to applicable [Hazard Control Plans](#) for review
- Add new worker 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
- Add new worker to PI's [LHAT](#)

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

Name

Signature

New worker: \_\_\_\_\_

Signature

Date

Contact the EH&S Research Assistance Program with any questions: [EHSRAP@ucsd.edu](mailto:EHSRAP@ucsd.edu)