Area Safety Coordinator Checklist

*Please note that this list of safety training and resources can also be found on [Blink](#).

This checklist is supplementary to the classification (staff/grad student/volunteer/visiting scholar) specific checklist found [online](#).

The Basics

- ☐ Visit with Biology HR
- ☐ Complete paperwork, obtain [New Worker Checklist](#)
- ☐ Get *single sign-on* (username and password) for web usage
- ☐ Log on and set up your UCSD email account
- ☐ Visit the [Campus Card office](#) for your UCSD ID
- ☐ Proofread and confirm your BLINK directory information (address, contact info.)

Safety Training

- ☐ Before you begin working in lab, complete the [UC Safety Fundamentals](#) and [Annual Laboratory Hazards Training](#).
- ☐ Additional training (research dependent)
    - o **Animal Care Program**
    - o **EH&S:** Bloodborne Pathogens, Viral Vectors, Aerosol Transmittable Diseases, Radiation Safety, Controlled Substances, Laster Safety, ACL-2 Insectary, etc.
    - o **Division:** [Autoclave training](#)
- ☐ Visit the [PPE office](#) for your 2 fitted lab coats and 2 pairs of safety glasses.
- ☐ Request "New Area Safety Coordinator Orientation" with the [Biology Safety Office](#) if desired. This orientation is optional.

In the Lab

- ☐ Meet with your PI and lab manager, review [New Worker Checklist](#) (sign upon completion)
- ☐ Understand how to complete "New Worker Checklists" and orientation for new lab members
- ☐ Ask your PI to visit [My Research Safety](#) and confirm you are listed as the **lab contact** under [PI profile,](#) which will give you editing privileges.
- ☐ Make sure the PI profile is up-to-date with current lab members.
- ☐ Review the [Laboratory Hazard Assessment Tool](#) (LHAT) and have your PI send it to you for electronic confirmation.
- ☐ Visit the [Chemical Hazard Use Application](#) (CHUA) and make sure all Hazard Control Plans (HCP) and your lab's [chemical inventory](#) are current. Help to keep this chemical inventory up to date.
- ☐ As new members join your lab, assist your PI in ensuring they are added to Lab Personnel Lists, your lab's LHAT, appropriate HCPs, and your lab's BUA.
- ☐ Add any additional applicable research authorizations
    - o Biohazard Use Authorization (BUA), Radiation Use Authorization (RUA), Laser Use Authorization, Controlled Substances Use Authorization (CSUA)
    - o Ensure that all of these authorizations are kept **updated and active**
    - o Help PI make amendments to authorizations when appropriate (ex: acquisition of new biological material or protocol, new locations, acquisition of a new controlled substance)
- ☐ With your PI's assistance, ensure all information in My Research Safety [“EH&S Profile”](#) is kept updated. This includes:

- o Lab contacts, Lab locations, and Lab Personnel
- ☐ Orient yourself to Biology's Safety Training Notifications System

Emergency Preparedness

- ☐ Update your emergency contact information (lab-specific)
- ☐ For injuries, report your injury and seek medical attention at UCSD Thornton Hospital. In an emergency, dial 911.
- ☐ Study your building's Emergency Action Plan and be aware of the evacuation location
- ☐ Register for campus emergency alerts
- ☐ Be aware of the red Emergency Response flip-guide hanging in your lab
- ☐ Know the location and keep your lab's Red Emergency Evacuation Clipboard roster updated.
- ☐ Keep the first aid kit readily supplied using the online order form