BAE Initial Safety Packet & Checklist

Do the first two items below BEFORE leaving the office where you received this. The other items can be addressed out of order. The last two may not apply to everyone.

☐ New Personnel Introductory Letter: Tear out one copy, read, fill out, sign, and give to staff person.
☐ Email: Ask the staff person who gave you this packet to send an email to baesafety@ucdavis.edu.

UC Davis username/password: If you don’t have one, check frequently but continue with other items.
This Packet: Review this entire packet before starting work or other training.
Individual Safety Plan: Read the Acknowledgement on the back side but don’t sign it. Take a quick look at the entire list on both sides. Make notes about any you have completed in other University of California work. Items already marked with “x” are required of everyone. Additional items will be marked during your in-person Principal Investigator/Supervisor Meeting.
Additional documents just for you: Ask your Principal Investigator or Supervisor for any additional paper or electronic materials you should review prior to your Meeting.
Learning Management System (LMS) account: Do this if/when you have a UCD username/password:
  o Email sdps@ucdavis.edu asking to be in BAE Group and give them your PI/Supervisor’s name.
  o Log into lms.ucdavis.edu, after giving SDPS some time to add you:
    ▪ Verify your Profile info (username and Manager)
    ▪ Complete any already assigned trainings (Cybersecurity, Ethics, Harassment, etc.)
    ▪ Use the Search tool to find trainings marked “x” on your Individual Safety Plan.
Principal Investigator (PI)/Supervisor Meeting: Meet with them or their designate to:
  o Fill out and sign the Individual Safety Plan (ISP), marking “x’s” for required training;
  o Go over your lab’s detailed Job Safety Analysis (JSA) provided by your PI/Supervisor;
  o Identify two egress paths, eyewash/shower use, first aid kits, spill kits, personal protective equipment (PPE), fire extinguishers, and other things/places/information relevant to your work; and
  o Sign training documentation sheet for Job Safety Analysis and other topics (eyewash, etc.)
Lab Hazard Assessment Tool (LHAT): Ask your PI/Supervisor if this applies to you. Only they can add you to this special system managed by UC Office of the President. Very important training for PPE!
Keys are issued by request of the PI via baekeys@ucdavis.edu after all relevant items above are done.

Feel free to contact Kameron Chun and Victor Duraj with any questions you may have. They can help with online safety training technical questions, campus and departmental policy questions, and identifying other resources that might be helpful in your particular case.

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