**Laboratory Safety Orientation Checklist**

**Student/ Staff Information:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name:** (Print) |  | | **First Name:** | |  |
| **Student/Staff #** : |  | | **E-mail:** | |  |
| **Department:** |  | | | | |
| **Supervisor:** |  | | **Phone:** | |  |
| □ Undergraduate | | □ Post-doctoral fellow | | □ Visitor | | |
| □ Graduate Student | | □ Staff | | □ Summer Student | | |

The Laboratory Safety Orientation Checklist is a resource for Laboratory Supervisors (Principal Investigators or his/her delegates) to use when orienting a new laboratory personnel. The checklist outlines a variety of topics in laboratory safety which should be fully explained, reviewed and trained to the new laboratory personnel. The checklist is recommended to be completed and signed by both the new laboratory personnel and Supervisor within **the first two weeks of their arriving in the laboratory or before performing any laboratory activities and kept on file by the laboratory.**

A copy of the completed checklist should be sent to the Chemical Control Centre (CCC). This checklist serves to provide a summary of training received by the new student or staff and grants him/her permission to acquire scientific materials from the CCC.

All pertinent safety information can be found on the following websites: <http://www.uwindsor.ca/ccc>; <http://www.uwindsor.ca/safety>

|  |  |  |
| --- | --- | --- |
| **Initial** | **Topic** | **Comments** |
|  | **1. General Safety** |  |
|  | I have read the University Health and Safety Policy Statement :  <http://www.uwindsor.ca/safety> |
|  | I have read the Health & Safety Internal Responsibility <http://www1.uwindsor.ca/safety/system/files/IRS.pdf> |
|  | I am aware of the Accident, Incident Reporting Policy and Procedure <http://www1.uwindsor.ca/safety/report-an-accident> |
|  | I have completed the **three** mandatory Health & Safety Training  <http://www.uwindsor.ca/safety/requiredtraining> |  |
|  | **2. Safety Resources**  I am aware of the following resources: |  |
|  | Department Safety Committee and Departmental Safety Officer (if applicable) |
|  | Certified First Aid Providers |
|  | Health & Safety ([www.uwindsor.ca/safety](http://www.uwindsor.ca/safety) 519. 253.3000 ext.4547 ) |
|  | Chemical Control Centre ([www.uwindsor.ca/ccc](http://www.uwindsor.ca/ccc) 519.253.3000 ext.3523) |
|  | Student Health Services ([www.uwindsor.ca/health](http://www.uwindsor.ca/health) ext.7002) |
|  | Central Safety Committee [www.uwindsor.ca/safety/csc](http://www.uwindsor.ca/safety/csc) |
|  | Research Safety Committee [www.uwindsor.ca/ccc](http://www.uwindsor.ca/ccc) |
| **Initial** | **Topic** | **Comments** |
|  | **3. Emergency Procedures** |  |
|  | I was informed of the University of Windsor’s Emergency Phone Numbers and procedures. In case of an accident or incident requiring ambulance, fire or police call Windsor Campus Community Police immediately at: 519.253.3000 ext.911 |
|  | I know the location of the closest fire alarm pull stations |
|  | I know the location of the fire extinguishers |
|  | I know the location of the closest first aid kit and emergency exit and have been  instructed on the evacuation procedures |
|  | I know the location of the eyewash and emergency shower and was instructed how  to operate them *(Do not pull the handle of the safety shower during the orientation)* |
|  | **4. Basic Laboratory Safety** |  |
|  | I have read University of Windsor’s *Laboratory Safety Manual* |
|  | I was instructed not to eat, drink or apply contact lenses and makeup in the lab |
|  | I was instructed on appropriate lab attire and personal protective equipment (PPE)  required for the laboratory and was instructed in its proper use and maintenance  (select all that apply):  □ Disposable Gloves □ Face Shield  □ Lab Coat □ Chemical goggles  □ Safety glasses  □ Hearing protection, Specify Type:  □ Respirator, Specify Type:  □ Other (specify): |
|  | I am aware of the respirator fit testing requirement if applicable |
|  | I was instructed **not** to wear lab coats and gloves out of the designated lab area |
|  | I was informed about the Chemical Control Centre (CCC) |
|  | I was informed of the online location and purpose of Material Safety Data  Sheets (MSDS) |
|  | I was informed of the online location and purpose of CCC’s Hazardous Material  Information System (HMIS) |
|  | I was informed of the importance of good personal hygiene and understand the  proper hand washing protocol |
|  | I was instructed on Work Alone and After Hours procedures and contacts |
|  | I was instructed on the emergency response plan for the lab as developed by the Supervisor |
|  | I was instructed on warning signs and labels in the work area |
|  | **5. Chemical Laboratory Safety** **□ Not Applicable** |
|  | I completed the *WHMIS* training (indicate date under Comments) |
|  | I received instruction on the safe handling and storage of chemicals |
|  | I received instruction on the safe disposal procedures for chemicals |
|  | I received instruction on the appropriate measures to take in case of a chemical  spill. I have completed the online *Chemical Spill Training* |
|  | **6. Radiation Laboratory Safety □ Not Applicable**  Select which apply:  **□ Open Source Radiation Safety**  **□ Sealed Source Radiation Safety**  **□ X-Ray Safety** | **Comments** |
| **Initial** | **Topic** |
|  | I have read University of Windsor’s *Radiation Safety Manual* |  |
|  | I have successfully completed mandatory  *Radiation Safety* training course |
|  | I am listed as an authorized user on the supervisor’s radioisotope permit |
|  | I was given clear instructions regarding the lab rules and specific procedures for  radioisotope work |
|  | I received instruction on record keeping for radioisotopes as well as on their safe  disposal |
|  | I received instruction on the appropriate measures to take in case of a radioactive  spill, exposure, lost or theft of radioactive materials |
|  | I am aware of the location of MSDS’s for radioactive materials |
|  | I have successfully completed mandatory  *X-ray Training* |
|  | I am aware of the regulations that govern the use of X-ray in Canada |
|  | I understand the University of Windsor’s Dosimetry Policy |
|  | **7. Laser Safety □ Not Applicable** |
|  | I have read Laser Safety Policy |
|  | I successfully completed mandatory Laser Training course |
|  | I received instruction on the safe handling of lasers by the Supervisor including  specific eye protection |
|  | **8. Biological Laboratory Safety □ Not Applicable** |  |
|  | I have read University Windsor’s *Biological Safety Manual* |
|  | I successfully completed the University of Windsor’s *Biosafety Training* |
|  | I have read the SOPs that apply to the laboratory specific projects |
|  | I received instruction on the safe handling and storage and disposal of  biohazardous materials |
|  | I received instruction on the decontamination procedures for the techniques  performed in the lab and the autoclave’s procedure |
|  | I received instruction on the appropriate measures to take in case of a biohazard  spill, exposure, lost or theft |
|  | I received training in using Biological Safety Cabinets (BSC) |
|  | I am aware of the Biosecurity Plan for the lab developed by the Supervisor |
|  | **9. Hazardous Waste Disposal □ Not Applicable** |  |
|  | I have read University of Windsor’s *Hazardous Materials Disposal Guide* |
|  | I have read University of Windsor’s *Hazardous Waste Management Program* on [www.uwindsor.ca/ccc](http://www.uwindsor.ca/ccc) |
|  | I was informed of and understand the University of Windsor’s waste disposal  procedures for: sharps, biohazardous waste (e.g. infectious agents, blood & bodily  fluids), chemical waste and radioactive waste, batteries, tonners and other waste |
|  | **10.Animal Care** **□ Not Applicable** | **Comments** |
|  | I received the mandatory animal theory and practical training done by the  Supervisor and the University’s Veterinarian |
| **Initial** | I have readPolicies and Guidelines and Health and Safety in Animal Based  Research information as posted on the website: [www.uwindsor.ca/acc](http://www.uwindsor.ca/acc)  **Topic** |
|  | **11. Lab Equipment Safety Instructions** **□ Not Applicable** |  |
| I received instruction on the safe use of laboratory equipment (e.g., centrifuge, autoclave, fume hood, furnace, etc.)  *Please list equipment:*  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**12. Safety Trainings**

List all training provided by the CCC that the student/staff are required to complete to do his/her work (as identified by the Supervisor)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Training**  **\*/ online \*\*/in class** | **Required**  **Y/N** | **Completion Date**  **dd/mm/yy** | **Student’s Initials** | **Certificate on File**  **Y/N** |
| **WHMIS \*/** | Y |  |  |  |
| **Health & Safety In the workplace\* Orientation guide for workers/supervisors** | Y |  |  |  |
| **Violence & Harassment Prevention in the workplace\*** | Y |  |  |  |
| **Advanced Lab Safety Training\*\*/** |  |  |  |  |
| **Gas Cylinder Training \*/** |  |  |  |  |
| **Fume Hood training \*/** |  |  |  |  |
| **Biosafety \*/** |  |  |  |  |
| **Radiation Safety\*/** |  |  |  |  |
| **X-Ray Training\*/** |  |  |  |  |
| **Chemical Spill Training\*/** |  |  |  |  |
| **Hydrogen Fluoride Training\*/** |  |  |  |  |
| **Laser Training\*/** |  |  |  |  |
| **Autoclave Training\*\*/** |  |  |  |  |

**Student’s/Staff’s agreement:**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as member of the laboratory of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (supervisor’s name), was introduced to all applicable topics in this Laboratory Safety Orientation Checklist and fully understand them.

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**Student’s/Staff’s Signature Date**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ authorized the above individual to acquire scientific materials from the CCC.

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**Laboratory Supervisor’s Signature Date**

*Once completed and signed by both the student/staff and supervisor, the checklist should be kept on file by the laboratory and a copy must be brought to the CCC to grant the procurement of materials from and through the CCC.*