

### Laboratory Safety Orientation Checklist

**Student/ Staff Information:**

<b>Last Name:</b> (Print)		<b>First Name:</b>	
<b>Student/Staff # :</b>		<b>E-mail:</b>	
<b>Department:</b>			
<b>Supervisor:</b>		<b>Phone:</b>	
<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Post-doctoral Fellow	<input type="checkbox"/> Visitor	
<input type="checkbox"/> Graduate Student	<input type="checkbox"/> Staff	<input type="checkbox"/> Summer Student	

The Laboratory Safety Orientation Checklist is a resource for Laboratory Supervisors (Principal Investigators or delegates) to use when orienting new laboratory personnel. The checklist outlines a variety of topics in laboratory safety which should be fully explained to and reviewed with the new laboratory personnel. The checklist should 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**. The checklist should be 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
	<b>1. General Safety</b>	
	I have read the University Health and Safety Policy Statement : <a href="http://www.uwindsor.ca/safety">http://www.uwindsor.ca/safety</a>	
	I have read the Health & Safety Internal Responsibility <a href="http://www1.uwindsor.ca/safety/system/files/IRS.pdf">http://www1.uwindsor.ca/safety/system/files/IRS.pdf</a>	
	I am aware of the Accident, Incident Reporting Policy and Procedure <a href="http://www1.uwindsor.ca/safety/report-an-accident">http://www1.uwindsor.ca/safety/report-an-accident</a>	
	I have completed the <b>three</b> mandatory Health & Safety Training <a href="http://www.uwindsor.ca/safety/requiredtraining">http://www.uwindsor.ca/safety/requiredtraining</a>	
	I have read the Department's <i>Standard Operating Procedure (SOP) for All Laboratories in the Department</i>	
	<b>2. Safety Resources</b>	
	I am aware of the following resources:	
	Department Safety Committee and Departmental Safety Officer (if applicable)	
	Certified First Aid Providers	
	Health & Safety ( <a href="http://www.uwindsor.ca/safety">www.uwindsor.ca/safety</a> 519. 253.3000 ext.4547 )	
	Chemical Control Centre ( <a href="http://www.uwindsor.ca/ccc">www.uwindsor.ca/ccc</a> 519.253.3000 ext.3523)	
	Student Health Services ( <a href="http://www.uwindsor.ca/health">www.uwindsor.ca/health</a> ext.7002)	
	Central Safety Committee <a href="http://www.uwindsor.ca/safety/csc">www.uwindsor.ca/safety/csc</a>	
	Research Safety Committee <a href="http://www.uwindsor.ca/cc">www.uwindsor.ca/cc</a>	

Initial	Topic	Comments
	<b>3. Emergency Procedures</b>	
	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 ( <i>Do not pull the handle of the safety shower during the orientation</i> )	
	<b>4. Basic Laboratory Safety</b>	
	I have read University of Windsor's <i>Laboratory Safety Manual</i>	
	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):	
	<input type="checkbox"/> Disposable gloves <input type="checkbox"/> Face shield <input type="checkbox"/> Lab coat <input type="checkbox"/> Chemical goggles <input type="checkbox"/> Safety glasses <input type="checkbox"/> Hearing protection, specify type: <input type="checkbox"/> Respirator, specify type: <input type="checkbox"/> Other (specify):	
	I am aware of the respirator fit testing requirement if applicable	
	I was instructed <b>not</b> 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	
	<b>5. Chemical Laboratory Safety    <input type="checkbox"/> Not Applicable</b>	
	I completed the <i>WHMIS</i> training (indicate date under Comments)	
	I have read the SOPs that apply to the laboratory specific projects	
	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 <i>Chemical Spill Training</i>	
	I am aware of the <i>Cyanide Storage, Handling and General Use Information</i> protocol	
	I am aware of the <i>Hydrogen Fluoride Policy</i> and the online training	
	I am aware of the <i>Compressed Gas</i> online safety training and <i>Cryogenic Liquids</i> Laboratory Safety Bulletin	

Initial	Topic	Comments
	<b>6. Radiation Laboratory Safety</b> <input type="checkbox"/> <b>Not Applicable</b> Select which apply: <input type="checkbox"/> <b>Open Source Radiation Safety</b> <input type="checkbox"/> <b>Sealed Source Radiation Safety</b> <input type="checkbox"/> <b>X-Ray Safety</b>	
	I have read University of Windsor's <i>Radiation Safety Manual</i>	
	I have successfully completed the mandatory <i>Radiation Safety</i> training course	
	I am listed as an authorized user on the supervisor's radioisotope permit	
	I have read the SOPs that apply to the laboratory specific projects	
	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 the mandatory <i>X-ray Training</i>	
	I am aware of the regulations that govern the use of X-ray in Canada	
	I understand the University of Windsor's Dosimetry Policy	
	<b>7. Laser Safety</b> <input type="checkbox"/> <b>Not Applicable</b> I have read the <i>Laser Safety Policy</i>	
	I successfully completed the mandatory <i>Laser Training</i> course	
	I received instruction on the safe handling of lasers by the Supervisor including specific eye protection	
	<b>8. Biological Laboratory Safety</b> <input type="checkbox"/> <b>Not Applicable</b> I have read University Windsor's <i>Biological Safety Manual</i>	
	I successfully completed the University of Windsor's <i>Biosafety Training</i>	
	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	
	<b>9. Hazardous Waste Disposal</b> <input type="checkbox"/> <b>Not Applicable</b> I have read University of Windsor's <i>Hazardous Materials Disposal Guide</i>	
	I have read University of Windsor's <i>Hazardous Waste Management Program</i> on <a href="http://www.uwindsor.ca/ccc">www.uwindsor.ca/ccc</a>	
	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	

Initial	Topic	Comments
	<b>10. Animal Care</b> <input type="checkbox"/> Not Applicable	
	I received the mandatory animal theory and practical training done by the Supervisor and the University's Veterinarian	
	I have read Policies and Guidelines and Health and Safety in Animal Based Research information as posted on the website: <a href="http://www.uwindsor.ca/acc">www.uwindsor.ca/acc</a>	
	<b>11. Lab Equipment Safety Instructions</b> <input type="checkbox"/> Not Applicable	
	I received instruction on the safe use of laboratory equipment (e.g., centrifuge, autoclave, fume hood, furnace, etc.) <i>Please list equipment:</i> _____	

### 12. Safety Training

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	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.

\_\_\_\_\_  
**Student's/Staff's Signature**

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**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.