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| **LABORATORY SAFETY ORIENTATION CHECKLIST** | | | |
| **CREATED:** | **09/02/2013** | **REVISED:** | **August 27, 2015** |

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| **Name** (Print) |  |
| **Department** |  |
| **Supervisor(s)** |  |
| **Room #’s granted**  **key/card access** |  |
| **Start Date** (DD/MM/YY) |  |

*A Laboratory Safety Orientation Checklist should be completed within one month of arriving in the laboratory.*

*Please provide a brief summary of the type of research/work that will be conducted:*

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*Please check all items which are to be fully explained by you (laboratory supervisor or delegate), for which you will be providing training and/or for which you have written procedures. For those items not applicable to the work or research activities, indicate N/A (not applicable).*

**1. SAFETY RESOURCES (mandatory)**

Saint Mary’s University Occupational Health & Safety website <http://www.smu.ca/about/occupational-health-and-safety.html> and the various resources within, including:

□ Orientation Booklet <http://www.smu.ca/webfiles/OHSBookletApprovedJuly08RevisedAugust2013.pdf>

□ Reporting Incidents and Injuries <http://www.smu.ca/about/ohs-reporting-incidents-and-injuries.html>

□ Safety Advisor, Science <http://www.smu.ca/academics/science-contact-us.html>

□ SMU Student Health Services <http://www.smu.ca/campus-life/the-student-health-services-clinic.html>

**2. EMERGENCY PROCEDURES (mandatory)**

**□** Saint Mary’s University’s Mass Notification System. <http://www.smu.ca/about/emergency-management.html>

**□** Saint Mary’s University’s Emergency Phone Numbers and procedures. <http://www.smu.ca/about/ohs-fire-and-emergency.html>

**3. BASIC LABORATORY SAFETY (mandatory)**

□ Showed the location of the nearest fire alarm pull station

□ Showed the location of the nearest fire extinguisher (*only to be used if trained*)

□ Showed the location of the nearest emergency exit and have been instructed as to the evacuation route

□ Showed the location of the nearest first aid kit and designated first aid provider(s)

□ Showed the location of the nearest eyewash and emergency shower and was instructed how to operate them *(Do not pull the handle of the safety shower during the orientation)*

□ Provided instruction on proper lab attire <http://www.smu.ca/academics/science-miscellaneous-documents.html>

□ Instructed not to eat, drink or apply makeup in the lab

□ Provided the following personal protective equipment (PPE) and instructed in its proper maintenance and use (*select all that apply*):

□ Disposable Gloves

□ Lab Coat

□ Safety glasses

□ Chemical goggles

□ Face Shield

□ Respirator (arrange for fit testing), *Specify Type:*

□ Hearing protection, *Specify Type:*

□ Other (*specify*):

□ Provided instruction to **not** wear lab coats and gloves out of the designated lab area

□ Showed the location and purpose of Material Safety Data Sheets and other safety symbols and signage

□ Explained the importance of good personal hygiene and proper hand washing

**4. CHEMICAL LAB SAFETY □ Not Applicable**

□ Provided instruction on the safe handling and storage of chemicals (Work Instruction #9) <http://www.smu.ca/academics/science-work-instructions.html>

□ Provided instruction on the safe disposal procedures for chemicals

□ Provided instruction on the appropriate measures to take in case of a chemical spill

□ Provided instruction on safe chemical fume hood operation

**5. RADIATION LAB SAFETY □ Not Applicable**

□ Successfully completed mandatory *Principles of Laboratory Radiation Safety* training

□ Has been issued a Health Canada-issued radiation monitoring dosimter

□ Given clear instructions regarding the lab rules (i.e. in-house procedures) for radioisotope work

□ Provided instruction on record keeping for radioisotopes as well as on their safe disposal

□ Provided instructed on the appropriate measures to take in case of a radioactive spill or exposure

**6. LASER SAFETY □ Not Applicable**

□ Provided instruction on the safe handling of lasers

**7. BIOSAFETY □ Not Applicable**

□ Reviewed the *Canadian Biosafety Standards and Guidelines*

□ Shown the following A/V materials: *Lab Biosafety 101*

□ Shown the following A/V materials:  *Containment Level 2 Laboratories*

□ Shown the following A/V materials: *Working safely in a Class II Biological Safety Cabinet*

<http://www.vidrl.org.au/resources/working-safely-in-a-class-ii-biological-safety-cabinet/>

□ Provided instruction on the safe handling and storage of biohazardous materials

□ Reviewed the PHAC *Biosafety in the Laboratory*

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□ Provided instruction on the PHAC *Procedures to Minimize Aerosol Hazards*

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□ Provided instruction on the use of a biosafety cabinet and/or laminar flow hood

□ Provided instruction on the use of an autoclave

□ Provided instruction on the decontamination procedures for the techniques performed in the lab

□ Provided instruction on the appropriate measures to take in case of a biohazard spill, exposure or incident

**8. HAZARDOUS WASTE DISPOSAL □ Not Applicable**

□ Reviewed Saint Mary’s University Hazardous Waste Disposal Policy (Work Instruction #13) <http://www.smu.ca/academics/science-work-instructions.html>

□ Provided instruction on the disposal procedures for: sharps, glassware, biohazardous waste, chemical waste and radiation waste.

**9. ANIMAL CARE PROCEDURES □ Not Applicable**

□ Provided animal theory and practical training

□ Informed of the Occupational Health Program for Animal Related Activities

□ Provided instruction on the standard procedures in place for the animal facilities that will be used

□ Listed on supervisor’s Animal Use Protocol by way of an amendment or submission of the form to the Animal Care Committee and have read the Animal Use Protocol

**10. LAB EQUIPMENT SAFETY INSTRUCTION □ Not Applicable**

Received instruction on the safe use of the following laboratory equipment (check all that apply)

□ Acid / base baths □ Rock cutting/machining □ Compressed gases (handling & storage)

□ Glove box □ Sharps □ Cryogenics (dry ice, liquid nitrogen)

□ Hotplates/stirrer □ High pressure apparatus □ High voltage apparatus

□ Rotary evaporator □ Microscope □ Melting point apparatus

□ Centrifuge □ Glassware washer □ Cold storage (refrigerators and freezers)

□ Bunsen burner □ Butane torch / heat gun □ Vacuum manifold

□ Ultraviolet light □ Drying oven □ (Muffle) furnace

**11. LAB SPECIFIC EQUIPMENT SAFETY INSTRUCTION □ Not Applicable**

□ Scanning Electron Microscope □ x-ray fluorescence □ Fluxer

□ Hydraulic press □ Carbon coater □ Critical point dryer

□ Sputter coater □ Freeze dryer □ Ultramicrotome

□ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**12. SAFETY TRAINING REQUIREMENTS □ Not Applicable**

*Laboratory Supervisors must identify which safety training provided by the Science Safety Technician ‡ is required.*

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| **Training Course** | **Required**  **(Y/N)** | **Date Trained**  **(DD/MM/YY)** | **Trainer** | **Certificate on File**  **(Y/N)** |
| Workplace Hazardous Materials Information System (WHMIS) *‡* |  |  |  |  |
| Hazardous Waste Management & Disposal *‡* |  |  |  |  |
| Laboratory Safety *‡* |  |  |  |  |
| Wilderness First Aid and/or CPR |  |  |  |  |
| Transportation of Dangerous Goods |  |  |  |  |
| Other (Please Specify) |  |  |  |  |
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*\* Determined by Laboratory Supervisor*

*‡ If not trained at the time form is completed, indicate the date of the training session you registered for.*

*I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (lab supervisor’s/delegate’s name), have introduced to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (student’s name) all applicable points in this laboratory safety orientation checklist and confirm that they have been fully understood.*

**Laboratory Personnel’s Signature Date**

**Laboratory Supervisor’s Signature Date**

*Once completed and signed by both the laboratory personnel and supervisor, a copy of the checklist should be kept by the* *Laboratory Supervisor and the original submitted to the Dean of Science Office.*

*(Please feel free to attach any additional information)*