

**PROCEDURE:** This form must be completed by all individuals working in laboratories (i.e., employees, students, visiting scientists, and volunteers engaged in research). Orientation activities may be delegated to a qualified individual; however, the facility director is ultimately responsible for training and must ensure that this form is completed, signed, and certificates for EHS training modules are submitted electronically to the AAC Manager.

**Access to the lab will not be permitted in advance of this safety verification.**

<b>Name:</b>	<b>Position:</b>
<b>ID:</b>	<b>Start Date:</b>
<b>Email:</b>	<b>Facility Director:</b>

### WORKPLACE ORIENTATION AND SAFETY EXPECTATIONS:

#### Facility Director (or designate):

I have shown the individual the location and proper use of:

- Alarm pull stations, emergency exits and safe gathering areas
- Phones and emergency call boxes
- Natural gas shut off and breaker panel
- Emergency equipment (first aid kit, spill kit, eyewash station, safety shower, fire extinguisher, AED)
- Health & Safety bulletin board with posted safety contact information

I have advised the individual of actual and potential hazards in the work area and the appropriate precautions (these may include; biological, chemical, electrical, mechanical, radiation and temperature extremes).  
I have discussed lab-specific standard operating procedures and have ensured that written procedures are available in a well-marked location in the laboratory.  
I have ensured that Safety Data Sheets are available for all chemicals in the laboratory.  
I have ensured that contact information for Emergency Dispatch is posted in the lab.  
I have explained the process for separating waste and disposing of hazardous waste.  
I have explained the requirements of proper attire and personal protective equipment.  
I have explained the safety precautions for working alone or work after hours (hazard assessment, buddy system, access control, [SafeWalk](#), notification of Campus Community Police).

#### Lab Personnel:

I know where to locate the Occupational Health and Safety Act (OHSA).  
I have reviewed EHS Policy [851.01.01](#).  
I have reviewed and understand the information contained in the AAC Safety Handbook and website.  
I am aware of the location of written lab-specific safety procedures, and that I am always required to follow these prescribed safety procedures.  
I have been instructed in the proper use of emergency equipment and am aware of its location.  
I have reviewed the emergency response procedures posted in the lab.  
I understand the actual and potential hazards in the work area.  
I am aware of basic lab safety rules (no food/drink, proper attire, PPE, no door propping, good housekeeping).  
I understand the process for separating waste and disposing of hazardous waste.  
I understand that I am to call 52000 during emergencies and how to contact:

- Campus Community Police (non-emergencies) ext. 52245 or 519-820-5000
- Environmental Health and Safety: ext. 53282
- AAC Safety Representative

I understand the prohibited working alone or after hour activities as presented in [Working Alone Guidelines](#).

### MANDATORY SAFETY TRAINING:

**Lab Personnel:** I have provided the date when each training course was completed.

<b>WHMIS</b>	<b>Laboratory Safety</b>
<b>EHS Worker H&amp;S Awareness</b>	<b>EHS Biosafety</b>

<b>Lab Personnel Signature:</b>	<b>Date:</b>
<b>Trainer Signature:</b>	<b>Date:</b>
<b>Director Signature:</b>	<b>Date:</b>