Department of Food Science

Laboratory Orientation Form

ALL NEW Personnel working in a laboratory in the department

Procedure All new personnel must complete a minimum of two trainings before working in the laboratory within the first 2-4 weeks of hiring: (1) WHMIS; and (2) Laboratory Safety training. WHMIS training is conducted by the Department of Environmental Health and Safety. You can go online to https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-ehs/environmental-health-safety-ehs/environmental-health-safety-ehs/environmental-health-safety-training. Both training can be done online or in a live session. Safety and Orientation training is to be conducted by supervisor or delegated individual. The student is responsible to ensure this form is completed and forwarded to the Main office. *Initial each section when complete. Mark non-applicable sections as N/A*

Stud	lent/employee name	Supervisor	Date of hire				
1. W	HMIS completed?						
	Date taken:	Attach Email Confi	rmation to this form for completion.				
2. In ⁻	troduction to Safety Policies						
	Standard Operations Procedures (SOP)						
	Departmental Emergency Procedures and Contacts						
	University Health and Safety Policy, 851.1.01*						
	Occupational Health and Safety Act (OHSA)* (Hardcopy in FS123)						
	Safety Administration at the University of Guelph (see http://www.uoguelph.ca/HR/ehs)						
3. Bı	uilding Safety / Resources						
	Fire: Fire alarm, fire alarm pulls, fire exit routes, emergency stations, marshaling areas						
	Main Office, meeting rooms, attic						
	Washrooms, lockers, kitchen						
	Autoclave; dishwasher; freeze-drier; lab coat drop-off						
	E-Pure water, ice machines, 4°C walk-in cold room						
	Procedures for obtaining supplies, purchasing, photocopying						
4. La	Laboratory Safety / Resources						
	Fire exit routes, pull-alarms, fire-extinguish	ners: emergency call numbers					
	Eye wash / safety shower, spill kit, safety- and emergency-related phone numbers, special procedures info						
	Chemical storage (oxidizers, flammables, acids/bases), location of explosion-proof fridge, use of secondary containment						
	(spill trays, etc.), <u>Chemical handling and w</u>		· · · · · · · · · · · · · · · · · · ·				
	Operation of fume hood (close when not ir thermostat	າ use, purge, alarm), Dishwashe	er, vacuum lines (include traps, no aspirators),				
	Wear appropriate personal protective equi	ipment (safety glasses/goggles,	lab coat, face shield, etc.)				
	Report all accidents, dangerous incidents, a	and suspected occupational illn	esses to supervisor				
	First aid and first aid box						

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5.Emergency / Accident Procedure							
 Procedure in case of accident: Call extension (5)2000 if emergency services are required Inform Supervisor as soon as possible File and accident/ incident report with Dept. Administrative Assistant, Anne Ingram within 24hrs. In her absence please see, one of the staff in the main office. Incident/Injury Form is available from <u>www.uoguelph.ca/ehs</u> web site Chemical Risk Assessment (Refer to SOP) 							
6. General Safety							
NEVER work alone when working with hazardous materials							
Do not work alone after hours but if r	Do not work alone after hours but if necessary, have a 'game plan', eg. buddy system, campus police						
If walking alone at night, consider usin	If walking alone at night, consider using 'SAFEWALK' (x53200)						
Only authorized personnel in lab / do	Only authorized personnel in lab / do not let strangers into the building or keep external doors ajar.						
Do not post personal phone numbers	Do not post personal phone numbers						
Lab doors to be kept closed and if alo	Lab doors to be kept closed and if alone, unlocked						
Wear lab coat, safety goggles, approp	Wear lab coat, safety goggles, appropriate gloves when required						
No open-toe shoes, tuck in any neckla	No open-toe shoes, tuck in any necklaces/ties and no cord(s) from ear(s)						
No smoking, eating and drinking in lal	No smoking, eating and drinking in labs						
Lab coat and gloves MUST be remove	Lab coat and gloves MUST be removed before leaving lab						
7. Waste Handling and Housekeeping							
Garbage bins with black liner are for regular waste, bins with yellow liner are for uncontaminated broken glass, and 'sharps' containers are to be used for needles/blades. Empty boxes with/without packaging foams are to be closed and put in hallway for pick-up Keep hazardous chemicals in waste container – tag waste container and fax "Surplus Chemical and 'Sharps' Disposal Request" form to Environmental Health & Safety at 519-824-0364. Lab coat laundering procedure - Drop-off/pick-up in room 014 on Tuesday morning every other week. If biohazard is spilled on lab coat, it must be decontaminated before placing in laundry bag							
8. Training							
Initial or mark NR for training. Otherwise indicate date training was completed. Supervisor Signature required							
Description	Required	Date Completed	Authorizing Signature				
Chemical/Laboratory							
Radioactivity/Biohazards							
Compressed/Cryogenic Gases							
Autocalve/SEM (Hop/Sandy)							
Fisrt Aid Certification							

	EMBER 2015						
8. Resourc	e People and Mate	rials in Work	place				
	_Safety Committee						
•	 Sandy Smith ext. 52112 H&S Rocio Morales ext.54997 H&S Leona Varga ext. 56589 H&S 		H&S Committee H&S Committee H&S Committee	h and Safety Officer, Co-Chair, Faculty Rep. Committee Member, Co-Chair, Staff Rep. Committee Member, Staff Rep. for Building 43 Committee Member, Staff Rep. Committee Member, Student Rep.			
	First Aiders						
•	 Sandy Smith ext. 52112 Fernanda Peyronel ext. 56249 Anne Ingram ext. 58220 Massimo Marcone ext. 58334 Loong-Tak Lim ext. 56586 						
	_Safety Board – loca	ited on the w	all of Room 119				
Conducted New Perso Supervisor	Nan onnel: Nan	Name Name		Signature Signature		_	
	Nan		Signature		Date		
Before handing this in make sure you make a copy to keep in the files in the lab. Hand in original to the main office. You will need to have this form completed along with proof of WHIMS training in order to obtain keys. <u>This form MUST have all signatures in order to be complete.</u>							
Supervisors to Complete:							
	WHAT KEYS ARE REQUIRE		UIRED?	Locker/De	esk Required?		
				YES	NO		
PLEASE NOTE: DESKS ARE ONLY ASSIGNED TO RESEACH STAFF AND POST DOCS. This Person is a:							
□Visitor	□New MS	c Student	□New Pl	nD Student	□Post Doc (qualifies for desk assign	nment in Attic)	
Research Assistant/ Associate		□Other:					

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(qualifies for desk	assignment in Attic)