

## 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-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**

Student/employee name	Supervisor	Date of hire
<b>1. WHMIS completed?</b>		
<p><b>Date taken:</b> _____ <b>Attach Email Confirmation to this form for completion.</b></p>		
<b>2. Introduction to Safety Policies</b>		
	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 ( <i>see <a href="http://www.uoguelph.ca/HR/ehs">http://www.uoguelph.ca/HR/ehs</a></i> )	
<b>3. Building Safety / Resources</b>		
	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	
<b>4. Laboratory Safety / Resources</b>		
	Fire exit routes, pull-alarms, fire-extinguishers; 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.), <b><u>Chemical handling and waste disposal</u></b>	
	Operation of fume hood (close when not in use, purge, alarm), Dishwasher, vacuum lines (include traps, no aspirators), thermostat	
	Wear appropriate personal protective equipment (safety glasses/goggles, lab coat, face shield, etc.)	
	Report all accidents, dangerous incidents, and suspected occupational illnesses to supervisor	
	First aid and first aid box	

**5. Emergency / Accident Procedure**

\_\_\_\_\_ Procedure in case of accident:

1. Call extension (5)2000 if emergency services are required
2. Inform Supervisor as soon as possible
3. 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 [www.uoguelph.ca/ehs](http://www.uoguelph.ca/ehs) web site
4. 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 necessary, have a 'game plan', eg. buddy system, campus police
- If walking alone at night, consider using '**SAFEWALK**' (x53200)
- Only authorized personnel in lab / do not let strangers into the building or keep external doors ajar.
- Do not post personal phone numbers
- Lab doors to be kept closed and if alone, unlocked
- Wear lab coat, safety goggles, appropriate gloves when required
- No open-toe shoes, tuck in any necklaces/ties and no cord(s) from ear(s)
- No smoking, eating and drinking in labs
- 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			

