

PROCEDURE: This form must be completed by all individuals working in laboratories (i.e., employees, students, visiting scientists, volunteers engaged in research, and teaching assistants). Orientation activities may be delegated to a qualified individual, however, the supervisor is ultimately responsible for training and must ensure that this form is completed, signed, and submitted to departmental administrative assistant **within the first week of work**. A second copy of the record is to be stored in the lab "Safety Binder" and must be housed in a visible location in the lab.

Personnel Name:	
ID:	
Email Address:	
Supervisor Name:	
Position and Start Date:	

SAFETY TRAINING:

Lab Personnel: I am responsible to complete the safety training courses required by CBS/EHS:

- WHMIS
- Biosafety
- Laboratory Safety
- Centrifuge Training (MCB)

WORKSPACE ORIENTATION AND SAFETY EXPECTATIONS:

Lab Personnel:

- I have reviewed the emergency response procedures posted in the lab
- I understand the location and use of emergency equipment
- I understand the actual and potential hazards in the work area
- I have reviewed and understand the information contained in the CBS Safety Handbook
- I understand the process for separating and disposing of hazardous wastes
- I have reviewed the EHS Policy 851.01.01 and know where to locate the Occupational Health & Safety Act (OHSA) <https://www.uoguelph.ca/hr/policies/environmental-health-and-safety-policy>
- I am aware of the location of lab-specific safety procedures, and am aware that I am required to follow these safety procedures at all times
- I understand that I am to call 2000 during emergencies
- I understand how to contact:
 - Campus Police (non-emergencies) ext. 52245
 - Environmental Health and Safety: ext. 53282
 - Departmental Safety Committee
 - CBS (MCB) Safety Website: <http://www.uoguelph.ca/mcb/safety/main.shtml>
- I am aware of basic lab safety rules (no food/drink, proper attire, personal protective equipment, no door propping, good housekeeping)

Supervisor (or designate):

- I have ensured that emergency response procedures are posted in the lab
- I have shown the individual the location of:
 - Emergency exits and alarm pull stations
 - Phones and emergency call boxes
 - Emergency equipment (first aid kit, spill kit, eyewash, safety shower, fire extinguisher, other as needed)
- I have advised the individual of actual and potential hazards in the work area and the appropriate precautions (may include: chemical, biological, radiation, electrical, noise, machine, 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 explained the process for separating and disposing of hazardous wastes
- I have explained the requirements of proper attire and personal protective equipment.
- I have explained safety precautions for work after hours (hazard assessment, buddy system, access control, SafeWalk, notification of Campus Police)
- I have ensured that contact information for Emergency Dispatch is posted in the lab
- I have provided access to contact information for other health and safety resources

Lab Personnel Signature:	Date:
Supervisor Signature:	Date: