SCHOOL OF ENVIRONMENTAL SCIENCES

HEALTH & SAFETY ORIENTATION FOR NEW EMPLOYEES AND STUDENTS

NOTE: PLEASE ENSURE TRAINEE CAN PERFORM UNASSISTED PRIOR TO SIGNING OFF ON THE FORM ON THE BACK.

Name: _____ Bldg. # ____ Room # _____Ext. # ____

In an emergency dial Ext. 2000 and state your name, building #, room #, and the nature of the emergency (see label attached to the phone or posted on the bulletin board).

The Ontario Occupational Health and Safety Act sets out criteria for providing a safe and healthy workplace for all employees. The following checklist is a means for supervisors to fulfill their duties imposed in the Act by informing the new incumbent of workers' rights to participate, know, refuse unsafe work and under certain conditions to stop unsafe work. Concurrently, the employee should be informed of their obligations regarding health and safety regulations.

The following, if applicable was discussed: (CHECK OFF OR FILL IN WITH N/A (NOT APPLICABLE).

	WHMIS training (mandatory) (Offered several times each semester		Necessity of using shields, guards as applicable
	Farm Safety Workshop (offered every Spring)		Proper operation of fumehood
	Pesticide Applicator Licensing (if applicable)		Necessity of using safety shoes as applicable
	Safety courses offered by Environmental Health & Safety Identify courses required for this student/employee		Proper operation of laminar flow hood
	Safety videos available for use from Environmental Health & Safety		Proper operation of high voltage equipment
	Location of fire exits, fire extinguishers		Proper operation of autoclave, centrifuge
	Location of first aid kit/list of staff qualified to administer First Aid		Proper operation of tractors/sprayers
	Location of eye wash station and safety shower		Proper operation of power tools
	Location of emergency numbers		Proper operation of UOG vehicles (contact V. Warren to ascertain if you are insured)
	Location of the spill kit		Read instructions of operating equipment
	Location of the MSDS sheets		Read MSDS sheets for chemicals you are working with
	Necessity of using lab coats, aprons, suits as applicable		Instruction on using radioactive elements (if applicable)
	Necessity of using gloves as applicable		Instruction on using compressed or toxic gases (if

			applicable)
	Necessity of using masks, respirators as applicable		Proper disposal of sharps and broken glass
	Necessity of using glasses, goggles as applicable		Proper dispensing, storing, compatibility and disposal of chemicals, biohazards and other laboratory material
	Specific to field work:		
	Discussion of any safety issues associated with field work		Necessity for appropriate outdoor clothing
	Necessity for access to a cell phone		Access to portable first aid kit

GENERAL INFORMATION

- If you have an incident it is your responsibility to report it to V. Warren, Room 1108, Extension 52500.
- Do not store your bicycles in the building as it is against fire regulations.
- For your own safety, you should not work alone in the lab after hours.
- Use care when lifting heavy or bulky objects.
- No food is allowed in the laboratory.
- No sandals are allowed in the laboratory.
- Be aware of potential problems such as allergies or sensitivities; dangers from lab clutter, improperly maintained equipment.
- You should not use extension cords on laboratory equipment.
- Please make sure that doors remain locked when you use the building off hours to ensure your personal safety and reduce incidences of theft and vandalism.
- Please remove latex gloves before leaving your laboratory and moving around the building (this will eliminate contaminating door handles, phones, etc. with chemicals, etc.)

This checklist does not preclude further specialized training that may be required for handling and use of RADIOISOTOPES, BIOHAZARDS, HISTOLOGICAL SECTIONING EQUIPMENT, ETC.

Date Registered for EHS WHMIS: _____ (After successful completion of the EHS WHMIS workshop, please provide Linda Bissell with a confirmation of attendance available through the EHS website - see Training/Course History. If WHMIS course is not available at time of employment completion of EHS on-line WHMIS course is required.)
Employee/student may be taken off payroll if either WHMIS workshop or online WHMIS have not been completed successfully within four weeks of employment/enrollment.

We agree that the above exchange of safety related information took place.

_____	_____	_____
Supervisor*	Employee/Student	Date

*Signature of faculty member ultimately responsible for health and safety training.

Last update: 05/2010