

**DEPARTMENT OF BIOMEDICAL SCIENCES**  
**HEALTH AND SAFETY ORIENTATION FOR NEW EMPLOYEES,**  
**STUDENTS AND VOLUNTEERS**

Name: \_\_\_\_\_ Bldg. # \_\_\_\_\_ Room # \_\_\_\_\_ Ext: \_\_\_\_\_

Although the Ontario Occupational Health and Safety Act does not currently include unpaid personnel, project students and volunteers MUST conduct their work in the laboratory with respect to health and safety for themselves and colleagues.

In addition to the following items, a list of all hazards which may be encountered in the laboratory in which you conduct your project should be compiled and ALL safety procedures that apply to each hazard should be noted and discussed with your project supervisor:

1. Provision, location and use of personal protective equipment (PPE): lab coats, overalls, aprons, gloves, safety boots, eye goggles and face shields or other PPE as required.
2. WHMIS regulations regarding the ordering, receiving, handling, labeling, use, storing, dispensing, disposal of hazardous materials must be discussed. Introduction to the U of G's HAZCHEM SYSTEM for cataloguing/inventory may be given.
3. Location of chemical wall charts, U of G Policy Handbook, Lab Safety Manual, reference texts, Material Safety Data Sheets, waste disposal forms and labels and list of Safe Operating Procedures (SOP's).
4. Procedures for proper use and maintenance of fume hoods, centrifuges and other specialized equipment.
5. Laboratory waste disposal into recyclable, sharps, glass, solvent, chemical, biohazardous and radioactive streams.
6. Care and use of liquid N<sub>2</sub> and compressed gasses.
7. Location of SPILL RESPONSE STATIONS.
8. Procedures for animal handling and Rabies vaccination requirements.
9. Location of fire extinguishers, safety showers, eye-wash stations, fire alarm pull stations, evacuation routes and emergency phone numbers (x52000 or 519-840-5000).
10. Proper response to fire alarms and emergency evacuation plans for egress from the workplace.
11. Location of FIRST AID KIT and the current list of employees qualified in FIRST AID and CPR. Procedures for injury and incident reporting.
12. Names of members of the Local Health and Safety Committee. Location of the Departmental Health and Safety desk (rm. 2634 – by the mailroom).
13. Location of bathrooms, lunch room and cafeteria. Review policies banning eating and drinking in the laboratory, wearing lab coats and gloves outside the lab and smoking inside any building.

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

For more Health and Safety related information, browse the Environmental Health and Safety website:

<https://www.uoguelph.ca/hr/hr-services/welcome-environmental-health-safety>

Date WHMIS course taken: \_\_\_\_\_ Date Lab Safety course taken \_\_\_\_\_  
(copies of certificates mandatory for all before work begins in the lab)

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

\_\_\_\_\_  
Supervisor\*

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Person giving orientation if different than supervisor

Copies to: Principle investigator; Biomed LJH&S committee chair

\* Signature of faculty member ultimately responsible for health and safety in their laboratory is required even though an experienced staff member may conduct the orientation.

Revised 10/05/17