

New Employee or Student Safety Orientation Checklist
Department of Pathobiology

Revised Sep 29, 2016

All supervisors, or their designates, are required to orient new employees in laboratory safety. The following is a general guide to items that may be included in the orientation. Once the orientation is completed, the trainer and trainee should sign this form and distribute copies to the trainer, trainee and Pathobiology Administration.

1. SAFETY AWARENESS & INFORMATION

- U of G Environmental Health and Safety (EHS) website <http://www.uoguelph.ca/ehs> and [U of G Laboratory Safety Manual](#)
 - U of G Safety Policy - 851.01.01 and Working Alone Policy - 851.06.06
 - 3 mandatory courses: WHMIS 2015, Laboratory Safety and Worker Health & Safety Awareness Training on courselink
 - Other courses: Radiation Safety Training, Animal Care Modules, Introductory Biosafety
 - Location of MSDS sheets
 - Incident Reporting: U of G Injury Reporting Flow Chart, please notify supervisor right away, fill out form <https://www.uoguelph.ca/hr/hr-services-environmental-health-safety/forms>
- Pathobiology website <http://ovc.uoguelph.ca/pathobiology> and [Pathobiology Health and Safety Handbook](#)
- Lab specific safety manual, Biohazard permits and AUP's
- Working alone documents, read and sign
- Health and Safety Committee Co-Chairs: Dr. Bonnie Mallard - Ext. 54736 and Dr. Margaret Stalker-Ext.54545
- Ergonomics (office and lab): assessment available from Occupational Health & Wellness
- Vehicles: insurance forms (U of G will not accept responsibility for use of personal vehicles for work-related transportation)

2. EMERGENCY PREPAREDNESS

- Emergency number to call (52000) or by cell phone 519-840-5000
- Location of qualified first aid personnel and first aid kits
- FIRE: Location of fire alarm pull stations, extinguishers, evacuation routes
- Review of Fire Exits – only the south and north stairwells are fire exits [the centre glass staircase is NOT a fire exit]
- CHEMICAL spills: Location of spill kits, emergency showers, eyewash stations
- Stop all work in Fume Hoods if fans in the building are off, let admin know

3. PERSONAL PROTECTIVE EQUIPMENT

- Laboratory coats: worn in lab only
- Adequate shoes (closed toe)
- Non-latex gloves
- Goggles/glasses (splash) and/or face shields (UV light), face masks (particulates)
- Hearing protection (eg. Sonicators)
- Rabies vaccination (post mortem room)
- Post Mortem Room: specific requirements

4. GENERAL LABORATORY PRACTICES

- No food or drink in the laboratory
- Gloves not worn in corridors, to touch doorknobs or phone, etc. (Discard in biohazard bags, never regular garbage)
- Wash hands before leaving lab
- Keep work areas and equipment clean, disinfect when necessary
- Identify hazards (hotplates, chemicals), clearly label solutions
- Correct disposal of chemicals, biohazards, blood, consumables, sharps, glass, radioactive
- Glassware (reusable): 2 stream waste system (for wash only or decontamination and wash)

5. EQUIPMENT: training and maintenance

- Must be trained for each piece of equipment by qualified personnel. Report any problems. Obtain authorization for equipment in other labs. Always sign in if there is a log sheet. Caution: when using equipment outside work hours
- Remove leads from power pacs when finished electrophoresis
- Ethidium bromide gels: transport in rigid containers to gel doc

6. LABORATORY FACILITIES

- Proper use and cleaning of fume hoods and biological safety cabinets
- Location of natural gas shut-off, breaker panels
- Decontamination procedures for biohazardous materials, 2nd Floor Suites
- Use of compressed gases and liquid N₂
- Bunsen burners: Do not leave unattended

Signature: _____ Print Name Legibly: _____	
<input type="checkbox"/> Grad Student	<input type="checkbox"/> Summer Student
<input type="checkbox"/> Project Student	<input type="checkbox"/> Employee
<input type="checkbox"/> Other	
Supervisor/Trainer's Signature: _____	Print Name: _____
Faculty Advisors Name: _____	Lab/Room #: _____
DATE: _____	copies to <input type="checkbox"/> Pathobiology admin <input type="checkbox"/> Trainee <input type="checkbox"/> Lab binder