Laboratory Safety Orientation Checklist

Employee/Student’s Name (print)  ________________________________
Department  _______________________________________________________________________
Supervisor  _______________________________________________________________________
Date (dd/mm/yy)  ___________________________________________________________________

It is a WorkSafeBC requirement that all new employees must be given a health and safety orientation and training specific to their workplace before they begin work. The Department of Environmental Health and Safety (EHS) offers general lab safety training sessions at the beginning of each semester. The Supervisor is responsible for identifying the training sessions that are applicable to their new employee/student. Attendance at these applicable training sessions is mandatory.

<table>
<thead>
<tr>
<th>Training Course</th>
<th>Required (Y/N)</th>
<th>Date Trained (dd/mm/yy)</th>
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<tbody>
<tr>
<td>General Safety training</td>
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<td>Chemical Safety training</td>
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<td>Biosafety training</td>
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<td>Fire Safety training</td>
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<td>Spill Response training</td>
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SECTION A – GENERAL SAFETY TRAINING

The following checklist includes a list of topics that are covered during the Lab Safety Training sessions offered by EHS. If the applicable courses indicated above have been completed, please proceed to section B – Lab Specific Training. If a new employee/student is not able to attend the Lab Safety Training sessions prior to commencing work in a lab, the Supervisor or designate is responsible for covering the topics listed in this section.
INTRODUCTION

I was informed of SFU’s Health and Safety Policies, including

- GP 17 OH&S policy
- GP 39 Working Alone or in Isolation policy
- GP 31 SFU Emergency policy
- GP 22 Fire Procedure

SAFETY RESOURCES

I was informed of the various health & safety resources available to me, including:

- My Supervisor
- Local safety committee and Central University safety committee
- Environmental Health and Safety Department
- Radiation Safety Department
- Campus Security

EMERGENCY PROCEDURES

- SFU emergency phone number – ext.24500 or 778-782-4500
- Campus Security is the first aid provider on campus
- Location of first aid station for minor injuries – lower level of Maggie Benston
- Location of the lab’s first aid kit

BASIC LABORATORY SAFETY

- I have read SFU’s Laboratory Safety Training Manual.
- I was instructed not to eat, drink, or apply makeup in the lab.
- I was instructed not to wear lab coats and gloves outside the designated lab area.
- I was informed as to the location and purpose of Material Safety Data Sheets.
- I was informed of the importance of good personal hygiene and understand the proper hand washing protocol.
- I was informed of the purpose of the Door Signage program at SFU and am familiar with the different door signs in use (e.g., chemical, biohazard, radioisotope).
- I am familiar with the requirement to report all incidents, accidents and near misses to my Supervisor and to EHS (using the SFU incident report form).
CHEMICAL LAB SAFETY

☐ Not Applicable

☐ I received instruction on the safe handling and storage of chemicals.
☐ I received instruction on the safe disposal procedures for chemicals.
☐ I received instruction on the appropriate measures to take in case of a chemical spill or exposure.
☐ I received instruction on safe fume hood operation.

BIOSAFETY

☐ Not Applicable

☐ I have read SFU’s Biosafety Policy (R20.02).
☐ I have read the Laboratory Biosafety Guidelines (published by PHAC) and Containment Standards for Veterinary Facilities (published by CFIA) for work with human and animal pathogens.
☐ I received instruction on the safe handling and storage of biohazardous materials.
☐ I received instruction on the appropriate measures to take in case of a biohazard spill, exposure or incident.
☐ I received instruction on the safe operation of a biosafety cabinet.
☐ I was advised of the requirements regarding the movement and transfer of infectious materials, including the Transportation of Dangerous Goods requirements.

HAZARDOUS WASTE DISPOSAL

☐ Not Applicable

☐ I was informed of and understand the SFU waste disposal procedures for: broken glass, sharps, biohazardous waste, and chemicals.
☐ I was informed of the waste disposal form, available through the Science Stores webpage, which must be completed to arrange for pick-up of hazardous waste from my lab.
SECTION B – LAB-SPECIFIC TRAINING

The following lab-specific training topics must be covered by the new employee’s Supervisor or designate. Please note that this checklist is not exhaustive and it is the Supervisor’s responsibility for training his/her new employee/student on all lab-specific protocols and procedures. For those items not applicable to your work or research activities, please indicate N/A (not applicable).

BASIC LABORATORY SAFETY

☐ I was advised of my Supervisor’s policy for working alone in the lab.
☐ I know the location of the closest fire alarm pull stations.
☐ I know the location of the fire extinguishers.
☐ I know the location of the closest emergency exit and have been instructed as to the evacuation route and assembly area.
☐ I know the location of the eyewash and emergency shower and was instructed how to operate them.
☐ I was instructed on proper lab attire (e.g., lab coats and no open-toed shoes).
☐ I was provided with the following personal protective equipment (PPE) and was instructed in its proper maintenance and use (select all that apply).
☐ Disposable gloves ☐ Other ______________________
☐ Lab Coat
☐ Safety Glasses/ Goggles

EMERGENCY PROCEDURES

☐ Location of the first aid kit,
☐ Location of the chemical and biological spill kits.
☐ Location of safety resources in the lab (e.g., specific protocols, safety manual).

BIOSAFETY ☐ Not Applicable

☐ I received instruction on the safe handling and storage of the biohazardous materials used in the lab.
☐ I received instruction on the decontamination procedures for the techniques performed in the lab.
☐ I am familiar with the supervisor’s biosafety permit and any restrictions listed on it.
☐ If human blood is being handled, I have been offered the Hepatitis B vaccination (at the Supervisor’s expense).
LAB EQUIPMENT INSTRUCTION

☐ Not Applicable

☐ I received instruction on the safe use of laboratory equipment (e.g., centrifuge, autoclave, fume hood, biosafety cabinet, cell sorter, etc.). Please note that some departments offer equipment training at the beginning of each semester.

*Please list all equipment that will be used by the new employee and indicate whether the employee has been trained on its use.*

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

ACKNOWLEDGEMENT

I, ______________________________________ as member of the laboratory of __________________________________________ (supervisor’s name), fully understand all applicable points in this laboratory safety orientation checklist.

__________________________________________________________
Laboratory Personnel’s Signature                  Date

__________________________________________________________
Laboratory Supervisor’s Signature               Date

*Once completed and signed by both personnel and supervisor, the checklist should be kept by the Lab Supervisor together with a copy of the employee/student’s EHS training certificate.*