

## 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. Environmental Health & Research Safety (EHRS) 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.

Training Course	Required (Y/N)	Date Trained (dd/mm/yy)
Safety Essentials <small>(includes Emergency Preparedness, Fire Safety, &amp; Electrical Safety)</small>		
Laboratory Safety		
Laboratory Safety Practical <small>(includes Spill Response)</small>		
Biosafety		

### SECTION A – GENERAL SAFETY TRAINING

The following checklist includes a list of topics that are covered during the Lab Safety Training sessions offered by EHRS. 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.

## Laboratory Safety Orientation Checklist

### 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 & Research Safety Department
- Radiation Safety Department
- Campus Security

### EMERGENCY PROCEDURES

- Emergency Response: Call 911
- SFU emergency support 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). See <http://www.sfu.ca/srs/ehs/research-safety/general-lab-safety/signage.html>
- I am familiar with the requirement to report all incidents, accidents and near misses to my Supervisor and to EHRS (<https://www.sfu.ca/srs/ehs/safety-management/incident-reporting.html>).

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### 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. See <http://www.sfu.ca/srs/ehs/research-safety/general-lab-safety/spill-response.html>
- I received instruction on safe fume hood operation.
- I have reviewed SFU's Hazardous Chemical Storage Manual (<http://www.sfu.ca/srs/ehs/research-safety/chemical-safety/chem-storage.html>)

### BIOSAFETY

Not Applicable

- I have read SFU's [Biosafety Policy \(R20.02\)](#).
- I have reviewed the [Canadian Biosafety Standards 2<sup>nd</sup> Edition](#) (published by PHAC and 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 have registered at the PHAC e-learning portal at [www.publichealth.gc.ca/training](http://www.publichealth.gc.ca/training) and completed the required PHAC training module(s). (Personnel listed under CL1 or CL2 biosafety permits are required to complete the **General Safety for Containment Labs** module. CL2 personnel are also required to complete the **Containment Level 2 Operational Practices** module.)
- I have completed the Emergency Response Refresher Training module and associated quiz annually through Canvas: <https://canvas.sfu.ca/enroll/3EK73K> (Required for personnel listed under a CL2 biosafety permit)
- 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 hazardous waste system at <https://hazmatwaste.its.sfu.ca> which must be completed to arrange for pick-up of hazardous waste from my lab.

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### 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., long pants 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
  - Lab Coat
  - Safety Glasses/ Goggles
  - Other \_\_\_\_\_

#### 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).

## Laboratory Safety Orientation Checklist

### 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.*

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### ACKNOWLEDGEMENT

I, \_\_\_\_\_ as member of the laboratory of \_\_\_\_\_ (supervisor's name), fully understand all applicable points in this laboratory safety orientation checklist.

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Laboratory Personnel's Signature

Date

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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 EHRS training certificate.*