Lab/Workshop Safety Orientation

I, ____________________, under the supervision of ____________________, fully understand the following Safety Orientation given by ____________________.

All regulations and procedures apply to labs and workshops where chemicals are used or stored:

- Location and use of eye wash stations
- Location and use of all fire extinguishers (DO NOT use if you don’t know how)
- Location and use of emergency showers
- Location of emergency procedures and phone numbers
- Location of First Aid Kits, contents, how to use
- Procedure for getting access card/keys
- Reporting accidents and near-misses
- Location of Chemical Safety Manual
- Location of spill kits, how to use them, and who to notify
- Location of MSDS, how to use them
- Procedures for ordering supplies, instruments, chemicals, cylinders
- Chemical Barcodes
- Emergency alarms – fire, fume hood air flow, emergency notification system, other equipment-specific alarms
- Fume hoods - keeping clean, not for storage, emergency procedures
- Use of workplace labels & how to obtain them
- Cylinders – moving, storing, hazards and returning (rental)
- Liquid nitrogen dewars, frost, cryogenic hazards
- Hazards of compressed air
- Hazards of dangerously reactive materials, peroxides, oxidizers, toxic materials, corrosives, and amines
- Proper transporting of chemical bottles & location of carriers
- Proper storage/use of flammables, acids, bases, etc.
- Fridges - no food, no flammables, explosion proof fridge
- Proper chemical disposal – notify L. Bradshaw if chemical is no longer needed or has expired
- Broken glass containers
- Sharps containers
- Contact information for experiments
- General lab safety rules – location and contents
- Safety glasses:
  - storage locations, use of washing solution
  - required in ALL wet labs, at ALL times, regardless of type of work
  - eyewear must be CSA/ANSI/NIOSH approved - regular prescription glasses are not a substitute; if wearing regular prescription glasses, safety glasses must be worn over top
  - hazards of contact lenses
- Location/use/cleaning of splash goggles & face shield
Lab/Workshop Safety Orientation

- No food/drinking/smoking/gum in lab - consumption or storage
- No cosmetic application
- Washing hands
- Lab coat (wearing outside of lab)
- Gloves – when to use, not be worn outside of labs, unless transporting chemicals
- Clothing and jewelry (not loose, no shorts or skirts)
- Proper footwear in labs – no sandals
- Personal protective equipment – see L. Bradshaw for ordering information, proper care and use
- Use of respirators, when they're needed, training is required
- Security/safety – do not prop open doors
- Must ensure contractors/visitors brought into labs follow safety rules
- Electrical hazards/inspection of tools, cords, fittings before use
- Radiation hazards, laser hazards, biological hazards if applicable
- Harassment, discrimination prevention & conflict resolution (HR) - violence, respect and bullying
- Working alone policy
- Monthly safety inspections & requirement to address items identified
- Housekeeping standards
- Requirement for WHMIS training and Chemical Laboratory Safety Training
- Computers – proper use
- Phone use
- Science stores, F/M stores
- Work control
- Role of supervisors and lab managers
- Consequences for non-compliance
- Laboratory Close out

____________________________________
Signature

____________________________________
Date

____________________________________
Presenter’s Signature

____________________________________
Date