

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

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- € 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