

## SITE-SPECIFIC ORIENTATION CHECKLIST FOR WET LABS

Supervisor/PI: \_\_\_\_\_  
 Student/researcher being oriented: \_\_\_\_\_  
 Student/researcher ID Number: \_\_\_\_\_  
 Lab Location(s): \_\_\_\_\_  
 Date: \_\_\_\_\_

**Before students/researchers receive lab access and begin lab-based activities, they must be given a site-specific orientation regarding safety procedures and specific hazards in each area.** Orientations may need to be repeated/reviewed when lab conditions change, if the student/researcher's performance warrants re-orientation, or upon request by the student/researcher. The following list is not exhaustive. Please add information applicable to your area. When the orientation has been completed and signed, keep the original and forward a copy to the student/researcher as well as the Faculty Safety Coordinator [Engg.Safety@uregina.ca](mailto:Engg.Safety@uregina.ca).

Safety Information	Student/Staff Initials
Emergency contact numbers: 911, Protective Services 306-585-4999, Supervisor, etc	
Evacuation – closest exits (use stairwells), meeting point, etc	
Location of: Fire extinguisher, pull station, first aid kit, spill kit, eyewash & shower	
Chemical spill response team –call Protective Services 306-585-4999 to activate; use of localized spill kit for small spills	
Download a copy of the Emergency Preparedness Guide and read through it: <a href="https://www.uregina.ca/health-safety/assets/documents/emergency-management/ep-guide.pdf">https://www.uregina.ca/health-safety/assets/documents/emergency-management/ep-guide.pdf</a>	
ENS system – beacons, computer alerts, software downloaded to computers. More info found here: <a href="https://www.uregina.ca/health-safety/emergency-management/emergency-notification-system.html">https://www.uregina.ca/health-safety/emergency-management/emergency-notification-system.html</a>	
Respectful University Policy <a href="https://www.uregina.ca/policy/browse-policy/policy-GOV-100-015.html">https://www.uregina.ca/policy/browse-policy/policy-GOV-100-015.html</a>	
Health and Safety Policy <a href="https://www.uregina.ca/policy/browse-policy/policy-GOV-100-005.html">https://www.uregina.ca/policy/browse-policy/policy-GOV-100-005.html</a>	
What materials in this area contain asbestos, and what should you do if they are degrading?	
Working Alone policy for this lab – working alone program and contact numbers <a href="https://www.uregina.ca/protective-services/safety-programs.html">https://www.uregina.ca/protective-services/safety-programs.html</a>	
Chemical storage areas, proper segregation of incompatible materials, suitability of fridges for flammable materials, prohibited substances	
Compliance with NFC requirements for chemicals (no pre-2015 chemicals, no expired chemicals, no stockpiling of chemicals or waste, volumes of flammable and combustible chemicals are within NFC allowance)	
Access to SDS and WHMIS labels for this lab, and when WHMIS labels are required <a href="https://www.uregina.ca/health-safety/hazardous-materials-equipment-safety/chemical-lab-safety.html">https://www.uregina.ca/health-safety/hazardous-materials-equipment-safety/chemical-lab-safety.html</a>	

Suitable attire for this lab and PPE: ALWAYS enclosed shoes, long pants, safety glasses (not just prescription glasses) for labs that have chemicals. May also need, depending on activities: chemical splash goggles, face shield, gloves specific to task, long hair tied back, appropriate respiratory protection (only as a last resort; if needed, you must be fit-tested by Health & Safety).	
Lab coats and gloves must not be worn outside of the designated lab area	
No food or drink is to be consumed in this lab	
Where to obtain proper WHMIS labels and when a WHMIS label is required	
Procedure for hazardous waste streams applicable to this laboratory	
How to report an injury/incident/safety concern <a href="https://www.uregina.ca/health-safety/incident-reporting/incident-report-form.html">https://www.uregina.ca/health-safety/incident-reporting/incident-report-form.html</a>	
Housekeeping expectations – minor spills, used PPE, personal items, keep walkways & emergency equipment accessible at all times	
Chemical & Laboratory Safety Training/WHMIS must be kept up to date (renew every 3 years) to maintain access to chemical labs. Engineering Safety Orientation and UofR Health & Safety Orientations are renewed annually.	
Consequences for non-compliance with safety requirements	
Electrical safety – watch for National Fire Code Violations (outlets/power bars by water supply, use of extension cords as permanent power supply, etc.)	
Lab equipment used under conditions specified by manufacturer (no make-shift ventilation, wiring, etc., must be CSA certified or equivalent for use in SK)	
Ovens, furnaces and kilns not left unattended unless they have the safety features specified by NFC (over-temperature limit switch with auto-shutoff and audible alarms)	
Requirements for risk assessments and Safe Operating Procedures, where to store and access these documents	
Procedures for ordering hazardous materials (chemicals/gases), acquiring hazardous samples, and ordering laboratory equipment	
Other	
Other	
Other	
Other	
Other	
Other	

**Safe Laboratory Techniques** –indicate those techniques which the supervisor/P.I. has provided instruction/training on. **The supervisor/P.I. will initial once they determine the student/researcher can competently perform the technique without additional supervision.**

Technique / Process / Equipment	Date of Training	Initials
Proper use of the fume hood (not to be used for chemical storage, do not make modifications to fume hood)		
Routine testing and use of emergency eyewash		
Compressed gases – changing/transporting/securing cylinder		
Compressed gases – correct regulator for each type, quantities permitted (for each cylinder in use, only one reserve cylinder permitted)		
Oven/furnace/kiln, hotplate, other heating equipment		
Use of cryogenics		
Pressurized equipment		
Handling / disposal of chemical waste		
Centrifuge		
Vacuum pumps		
Rotovap		
Handling / disposal of sharps and broken glass		
Laser operation (if applicable)		
Power tools		
Hand tools		
<b>Other hazards/activities specific to lab/projects:</b>		

**Student/Researcher:**

I acknowledge that I understand the content of this site-specific safety orientation, and will follow the requirements specified. I also acknowledge that I have the right to request and receive additional orientations for these locations at any time, if unsure about procedures or if safety concerns arise.

**Student/Research signature****Date****Supervisor Signature****Date**