

## SITE-SPECIFIC ORIENTATION CHECKLIST FOR DRY LABS

Supervisor/PI: \_\_\_\_\_

Person giving orientation (if not PI): \_\_\_\_\_

Student/researcher being oriented: \_\_\_\_\_

Student/researcher ID Number: \_\_\_\_\_

Lab Location(s): \_\_\_\_\_

Date: \_\_\_\_\_

**Before students/researchers begin lab 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 [Lauren.Bradshaw@uregina.ca](mailto:Lauren.Bradshaw@uregina.ca).

Safety Information	Student/Staff Initials
Emergency contact numbers: 911, Campus Security 306-585-4999, Supervisor, etc	
Evacuation – closest exits (always have 2 ways out), use stairwells, meeting point, etc	
Location of: Fire extinguisher, pull station, first aid kit	
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 Workshop 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>	
Suitable attire for this lab and PPE (specify):	
Rules regarding food and drink:	
Procedures for spills (samples, lubricating oils, etc.) and wastes applicable to this laboratory (specify):	
How to report an injury/incident/safety concern	
Housekeeping expectations – minor spills, used PPE, personal items, keep walkways & emergency equipment accessible at all times	

Engineering and UofR Health & Safety Orientations are renewed annually. Other safety training requirements (specify):	
Consequences for non-compliance with safety requirements:	
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)	
Lab equipment used under conditions specified by manufacturer (no make-shift ventilation, wiring, etc., must be CSA certified or equivalent for use in SK)	
Requirements for risk assessments and Safe Operating Procedures, where to store and access these documents	
Procedures for ordering hazardous materials (workshop products, resins, etc.), acquiring hazardous samples, and ordering laboratory equipment	
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
Compressed gases – changing/transporting/securing cylinder		
Compressed gases – correct regulator for each type		
Oven, hotplate, other heating equipment		
Pressurized equipment		
Handling / disposal of samples and wastes		
Handling / disposal of sharps and broken glass		
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.

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**Student/Research signature**

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**Date**

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**Supervisor Signature**

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**Date**