

Name _____

Student/Worker Safety Orientation Checklist

This checklist is intended to serve as a guide to supervisors for orienting new staff, faculty, students and others (i.e. post doctoral fellows, visitors/volunteers, summer students, 4th year students doing research projects, etc.) and to assist them in carrying out their work safely in the laboratory. This checklist also serves to provide a summary of training received. Certificates for WHMIS, Radiation Safety, First Aid, CPR courses must be kept on file in the Department's main office.

This checklist is required to be completed with all new students/workers within the *first two weeks* of their arrival in the laboratory and the signed checklist must be kept on file in the Department's main office. **Return in person to the Department's Safety Officer.**

All pertinent safety information can be found on the Queen's University Environmental Health and Safety website <http://www.safety.queensu.ca/>

*Please review the following websites:
[Health and Safety Management System](#)
[Policy Statement on Health & Safety](#)
[Policy Statement on Environmental Management](#)*

Please either (check) or (N/A) the boxes below

BASIC LAB SAFETY

- [] WHMIS training has been discussed.
 - [] the student/worker has already obtained training _____ (please give details)
 - [] the student/worker is registered to obtain training on _____ (date)
- [] The student/ worker has been registered as a chemical database user and has read the Chemwatch Chem FFX on <http://www.safety.queensu.ca/chemffx/chemffx.pdf> and has demonstrated they can obtain MSDS material from Chemwatch.
- [] the student/worker has been shown the location of fire alarms, extinguishers and exits including a secondary route
- [] the student/worker knows whom to call in case of an accident/injury and knows and understands the reporting process
- [] the student/worker has been instructed not to wear open-toed shoes or contact lenses and to keep long hair tied back, etc.
- [] the student/worker has been instructed not to eat or drink in the lab and not to apply make-up in the laboratory

- [] the supervisor and worker have reviewed WMHIS requirements for labelling samples
- [] the student/worker has been instructed to avoid when possible, working alone. If, for some reason, hazardous work must be performed outside normal working hours then the following procedure must be followed:
 1. The work must have your supervisor's approval,
 2. A second co-worker must be available in case of an emergency, or
 3. The Emergency Report Centre (36111) and/or Campus Security (36733) must be contacted to set up a check-in routine with you; and they must be contacted once your work is completed.If you are working late at night, both the Campus Security Escort Service (36080) and the A.M.S. Walk-home Service (39255) are available.
- [] the student/worker has been instructed in the use of personal protective equipment (i.e. lab coat, safety footwear, gloves, safety glasses, etc.)
- [] the supervisor and student/worker have discussed the physical requirements of the job
- [] the Supervisor is aware of any limitations or restrictions that may affect the safety of the worker

CHEMICAL LAB SAFETY

- [] the student/worker has been instructed on the safe and proper handling of common laboratory reagents.
- [] Supervisor has reviewed the Fume Hood S.O.P. with the student/worker.
<http://www.safety.queensu.ca/safety/policy/eh&s/fumehoods.pdf>
- [] the student/worker has been instructed in the safe handling and disposal of dangerous substances (e.g. acids, phenol, formalin, etc.).
<http://www.safety.queensu.ca/hazwaste/wastedisposal.pdf>
- [] the student/worker has been instructed and shown the proper procedure for disposal of sharps (e.g. needles, glass sides, etc.).
<http://www.safety.queensu.ca/safety/policy/eh&s/sharps.pdf>
- [] the student/worker has been shown the location of the eyewash and safety shower and how to operate each station – DO NOT pull the handle of the safety shower during this orientation checklist.
<http://www.safety.queensu.ca/safety/policy/eh&s/Emergency%20Eye%20Wash%20and%20Shower.pdf>
- [] the student/worker has been instructed on the appropriate measures to take in case of a chemical spill and reviewed the Spill Response Procedure at:
<http://www.safety.queensu.ca/safety/policy/eh&s/spill.pdf>

-] the student/worker has been instructed **not** to wear lab coats and gloves out of the designated lab area

RADIATION LAB SAFETY

-] the student/worker has been made aware of the regulations that govern the use of radioisotopes in Canada (from Radiation Safety Course)
<http://www.safety.queensu.ca/radiation/manual/manual.pdf>
-] the student/worker has been listed as an authorized user on the supervisor's radioisotope permit
-] radioisotope or sealed source safety training has been discussed with the student/worker
] the student has already obtained training at Queen's University _____ (please give details)
] the student is registered to obtain training on _____ (date)
-] the student/worker has been given clear instructions regarding the lab rules (i.e. in-house procedures) for radioisotope work
-] the student/worker has been given detailed instructions on record keeping for radioisotopes as well as on their safe disposal
-] the student/worker has been instructed on the appropriate measures to take in case of a radioactive spill or exposure

BIOHAZARD LAB SAFETY

-] the student/worker has received instruction on the safe handling of biohazardous tissues.
-] the student/worker has been taught the safe handling, decontamination and biohazardous waste disposal procedures for the techniques performed in the lab
<http://www.safety.queensu.ca/hazwaste/wastedisposal.pdf>
-] the student/worker has read the Biohazards Safety Manual and the appropriate Biohazard Emergency Protocol specific to your laboratory.
<http://www.safety.queensu.ca/biocom/manual/bioman.pdf>
-] the student/worker has been introduced to the faculty members in charge of the biohazard rooms
-] the student/worker has been instructed on the appropriate measures to take in case of a biohazard spill, exposure or incident (ie. Centrifuge malfunction).

TRAINING

List ALL formal training the student/worker has completed or requires to do his/her work.

| TYPE OF TRAINING | Registration Date for Training | Completion Date of Training | Student/Worker's Initials | Certificate on file? |
|-----------------------------------|--------------------------------|-----------------------------|---------------------------|----------------------|
| WHMIS | | | | |
| Biohazard Manual/Quiz | | | | |
| Radiation Safety | | | | |
| First Aid | | | | |
| CPR | | | | |
| Vetere Chemical Database Training | | | | |
| Crane, Hoist & Rigging | | | | |
| Transportation of Dangerous Goods | | | | |
| Fire Extinguisher | | | | |
| Ladder Safety | | | | |

Name of student/worker (print) _____

Student/Worker's signature _____

Supervisor's signature _____

Date _____

NOTE: The completed checklist must be returned to the Departmental Safety Officer.