

Laboratory Safety Orientation Checklist For Lab Access

Name: <input type="text" value="print"/>		Employee/Student Number: <input type="text"/>		
Position :		Department:		<input type="text"/>
Supervisor: <input type="text" value="print"/>		Supervisor Signature:		<input type="text"/>
Start Date (DD/MM/YY)		End Date (DD/MM/YY)		
Building 4 1ST Floor: 106, 108, 117, 118/118A, 120 2nd Floor: 205 to 235 3rd Floor: 303 to 319 and 333 4th Floor: 403 to 417, 408		Building 8 2nd Floor: 223, 224, 226, 230 231, 232 3rd Floor: 317 to 325 4th Floor: 417 to 424 *418 <i>(* Restricted to SLIs and Lab Prep Tech. only)</i>		Building 9 9-330 and 9-332
KEYS BEING REQUESTED The completion of this checklist is required to be completed before any FOB/Key access is provided to any of the lab spaces indicated above.				
FOR ROOM #	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<p>Note to Supervisor:</p> <p>The following checklist has been designed to highlight the wide range of existing federal, provincial and municipal laws and UNBC policies and procedures that may affect you and the person under your direction. The checklist has been designed to increase everyone’s awareness and to streamline discussion specific safety topics that apply to these labs.</p> <p>Please take time with your student/employee or person under your direction and help provide a comprehensive orientation on the topics that apply to them.</p> <p>Once completed:</p> <p>1 - Scan and e-mail the signed, completed checklist to safety@unbc.ca</p> <p>2 - Attach a copy of this checklist to the key request form</p> <p>3 – Provide a copy of this checklist to the employee/student</p> <p>4 – The supervisor shall keep the original</p> <p>The supervisor must advise the safety department of any updates required to this checklist as soon as possible when activities change, or when new activities and/or circumstances require an addition to the safety checklist.</p>				

TRAINING SESSIONS COMPLETED

- Student Lab Safety Orientation (SLSO on BB) Date (DD/MM/YY) _____
- WHMIS training Date (DD/MM/YY) _____
- Biosafety Orientation I (Blackboard) Date (DD/MM/YY) _____
- Laboratory Safety & Methodology Orientation
 - Chemical Safety Orientation Date (DD/MM/YY) _____
 - Biosafety Orientation II Date (DD/MM/YY) _____
 - Radiation Safety Date (DD/MM/YY) _____

Check all items which were fully explained during your orientation or training sessions. For those items not applicable to your work or research activities, indicate N/A.

1. INTRODUCTION

I was informed of UNBC's Health & Safety procedures, including:

- Laboratory Responsibilities
- Personal Protective Equipment Policy
- Review the Safety and Risk Management website on how to report accidents, incidents and when investigations are required <https://www.unbc.ca/safety/incidents/accidents>
- Reporting a safety hazard/TMA Orientation <https://www.unbc.ca/facilities>

2. SAFETY RESOURCES

I was informed of the various health & safety resources available, including:

- Lab Safety Committee
- Chemical Safety Officer
- Biological Safety Officer
- Labs Safety Website <https://www.unbc.ca/labs>

3. EMERGENCY PROCEDURES

- I was informed of UNBC's Emergency Phone Numbers and procedures. Review the emergency operations website: <https://www.unbc.ca/emergency-operations>
- Security (emergency number 3333) and First Aid
- Spill response and reporting Lab emergency shutdown procedures

4. BASIC LABORATORY SAFETY

- I read UNBC's Chemical Safety & Methodology Manual
<https://www.unbc.ca/sites/default/files/sections/labs/chemicalsafetyandmethodologymanual2018002.pdf>
- I know the location of the closest fire alarm pull stations Location: _____
- I know the location of the fire extinguishers Location: _____
- I know the location of the closest emergency exit and have been instructed as to the evacuation route

- I know the location of the first aid kit Location: _____
- I know the location of the eyewash and emergency shower and was instructed how to operate them (*Do not pull the handle of the safety shower during the orientation*)
- I was instructed on proper lab attire, which includes:
 - I was instructed not to mouth pipette, eat, drink or apply makeup in the lab
- I was instructed to use and how to maintain the following personal protective equipment (PPE) (select all that apply):
 - Disposable Gloves
 - Lab Coat
 - Safety glasses
 - Chemical goggles
 - Face Shield
 - Respirator, *Specify Type:* _____ Fit Test Complete
 - Hearing protection
 - Other (specify): _____
- I will wear this PPE while in the lab
- I was instructed **not** to wear lab coats and gloves out of the designated lab area
- I was informed of the location and purpose of Material Safety Data Sheets / Safety Data Sheets
- I understand the proper hand washing protocol
- I read UNBC's Working Alone Policy
- I have reviewed the UNBC Emergency Operations 'Fire Evacuation' procedures at <https://www.unbc.ca/emergency-operations/fire-evacuation>

5. CHEMICAL LAB SAFETY **Not Applicable**

- I received instruction on the safe handling and storage of chemicals
- I received instruction on the safe disposal procedures for chemicals
- I received instruction on the appropriate measures to take in case of a chemical spill
- I received instruction on safe chemical fume hood operation

6. RADIATION LAB SAFETY **Not Applicable**

- I read UNBC's Radiation Safety Policy https://www.unbc.ca/sites/default/files/assets/safety/lab_safety/rad_manual_2010.pdf
- I have successfully completed mandatory Radiation Safety & Methodology Orientation training
- I am listed as an authorized user on the supervisor's radioisotope permit
- I was given clear instructions regarding the lab rules (i.e. in-house procedures) for radioisotope work
- I received instruction on record keeping for radioisotopes as well as on their safe disposal
- I received instruction on the appropriate measures to take in case of a radioactive spill or exposure

7. LASER SAFETY

Not Applicable

- I read UNBC's Laser Safety Policy
- I received instruction on the safe handling of lasers

8. BIOSAFETY

Not Applicable

- I read UNBC’s Biohazards Safety Policy
- I read UNBC’s Biohazards Manual

<https://www.unbc.ca/sites/default/files/sections/safety/biosafetymanualadopted2013.pdf>

- I received instruction on the safe handling and storage of biohazardous materials
- I received instruction on the decontamination procedures for the techniques performed in the lab
- I received instruction on the appropriate measures to take in case of a biohazard spill, exposure or incident

9. HAZARDOUS WASTE DISPOSAL

Not Applicable

- I understand UNBC’s Waste Disposal Guidelines
- I read UNBC’s Hazardous Waste Disposal Policy
- I understand the disposal procedures for: sharps, biohazardous waste (e.g. infectious agents, blood & bodily fluids), chemical waste and radioactive waste.

10. ANIMAL CARE PROCEDURES

Note: Access to this lab requires separate training please contact the Research Facility Coordinator or acuc@unbc.ca

11. LAB EQUIPMENT SAFETY INSTRUCTION

Not Applicable

- I received instruction on the safe use of laboratory equipment
- Fume hood
- Centrifuge
- Autoclave
- Compressed gas
- Cryogenic gases. Liquid handling, storage and transportation.

I _____ (Print name) was introduced to all applicable points in this laboratory safety orientation checklist and fully understand them. The lab equipment and safety introduction was done by _____ (Print Name).

Employee/Student Signature _____ Date _____