



Laboratory Safety Orientation Checklist

Name (Print) _____

Department _____

Supervisor _____

Date (DD/MM/YY) _____

A Laboratory Safety Orientation Checklist should be completed within one month of arriving in the laboratory.

Please check all items which were fully explained to you by your laboratory supervisor or delegate, for which you have received training and/or for which you have read written procedures. For those items not applicable to your work or research activities, indicate N/A (not applicable).

1. INTRODUCTION

I was informed of McGill's Health & Safety Policies, including:

- Laboratory Responsibilities
- Health & Safety Internal Responsibility System
- Personal Protective Equipment Policy
- Accident, Incident and Occupational Disease Reporting Policy and Procedure
- Reporting a safety hazard

2. SAFETY RESOURCES

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

- Department Safety Committee
- Departmental Safety Officer (if applicable): _____
- Certified First Aid Providers
- Environmental Health & Safety (514-398-4563, www.mcgill.ca/ehs)
- McGill Student Health Services (students only, www.mcgill.ca/studenthealth/)

Montreal Neurological Institute

- MNI Safety Committee (<http://apps.mni.mcgill.ca/icrcl/index.htm>)

3. EMERGENCY PROCEDURES

- I was informed of McGill's Emergency Phone Numbers and procedures.

In case of an accident or incident requiring ambulance, fire or police call **911** - if you call 911 from a cellular phone, you must also call McGill Security Services immediately at:

Downtown: 514-398-3000 (MNI: 55-555) Macdonald Campus: 514-398-7777

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- I was informed of the MNI's Emergency Procedures

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4. BASIC LABORATORY SAFETY

- I read McGill’s Laboratory Safety Manual
- I know the location of the closest fire alarm pull stations
- I know the location of the fire extinguishers
- 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
- 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
- I was instructed not to eat, drink or apply makeup in the lab
- I was provided with the following personal protective equipment (PPE) and was instructed in its proper maintenance and use (select all that apply):
 - Disposable Gloves
 - Lab Coat
 - Safety glasses
 - Respirator, *Specify Type:* _____
 - Hearing protection, *Specify Type:* _____
 - Other (specify): _____
 - Chemical goggles
 - Face Shield
- I was instructed **not** to wear lab coats and gloves out of the designated lab area
- I was informed as to the location and purpose of Material Safety Data Sheets, the Laboratory Information Card and other safety symbols and signage
- I was informed of the importance of good personal hygiene and understand the proper hand washing protocol
- I read McGill’s Work Alone Policy

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 McGill’s Radiation Safety Manual and
- I read McGill’s Radiation Safety Policy
- I have successfully completed mandatory *Principles of Laboratory Radiation Safety* 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

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7. LASER SAFETY

Not Applicable

- I read McGill’s Laser Safety Policy
- I received instruction on the safe handling of lasers

8. BIOSAFETY

Not Applicable

- I read McGill’s Biosafety Manual
- I read McGill’s Biohazards Safety Policy
- 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 read McGill’s Waste Disposal Guidelines
- I read McGill’s Hazardous Waste Disposal Policy
- I was informed of and understand McGill’s waste disposal procedures for: sharps, biohazardous waste (e.g. infectious agents, blood & bodily fluids), chemical waste and radiation waste.

10. ANIMAL CARE PROCEDURES

Not Applicable

- I received mandatory animal theory and practical training
- I was informed of the Occupational Health Program for Animal Related Activities which participation is highly recommended, but not mandatory
- I was instructed on the standard procedures in place in the animal facility that I will be using
- I am listed on my supervisor’s Animal Use Protocol (also called “Animal Certificate”), by way of an amendment or submission of the form to the Animal Care Committee and I have read the Animal Use Protocol (not applicable to Animal Facility Staff)

11. LAB EQUIPMENT SAFETY INSTRUCTION

Not Applicable

- I received instruction on the safe use of laboratory equipment (e.g., centrifuge, autoclave, fume hood, furnace, etc.)

Please list equipment:

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12. SAFETY TRAINING REQUIREMENTS

Not Applicable

Laboratory Supervisors must identify which safety training provided by EHS is required.

| Training Course | Required* (Y/N) | Date Trained† (dd/mm/yy) | Lab Personnel's Initials | Certificate on file (Y/N) |
|--|----------------------------|-------------------------------------|-------------------------------------|--------------------------------------|
| Workplace Hazardous Materials Information System (WHMIS) Training for Laboratory Personnel | | | | |
| Hazardous Waste Management & Disposal Training for Laboratory Personnel | | | | |
| Introduction to Biosafety | | | | |
| Safe Use of Biological Safety Cabinets | | | | |
| Principles of Laboratory Radiation Safety | | | | |
| First Aid in the Workplace (Optional) | | | | |

* *Determined by Laboratory Supervisor*

† *If not trained at the time form is completed, indicate the date of the training session you registered for.*

I, _____ as member of the laboratory of _____ (supervisor's name), was introduced to all applicable points in this laboratory safety orientation checklist and fully understand them.

Laboratory Personnel's Signature

Date

Laboratory Supervisor's Signature

Date

Once completed and signed by both the laboratory personnel and supervisor, the checklist should be kept by the Laboratory Supervisors.

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