

Orientation Form

Name:

uOttawa Email:

Whether you work in an office or in a laboratory, this orientation form is mandatory for all new students and employees. Please answer the following questions:

1. The University of Ottawa Emergency Telephone Number is:
2. The nearest fire extinguisher to my office/lab is mounted here:
 - In the case of fire, you must activate the building fire alarm by pulling the nearest alarm pull station. Where is yours located?
 - After pulling the pull station call Protection Services and give your name, telephone extension, the location and nature of the fire. Remain on the phone.
3. All individuals need to know their primary and secondary escape routes. An emergency response plan showing your escape routes is located:
4. Your nearest [Designated First Aider](#) is located in which room?
5. Within 24 hours all incidents/accidents must be reported verbally to the [Principal Investigator \(PI\) or Supervisor](#) and in written form using the [Accident, Incident or Occupational Disease Report](#)
 - An incident/accident must be reported if the event occurs (select the **best** answer):

a) In the workplace	d) On your way to/from work
b) At home	e) Anywhere on University premises
c) In the work parking lot	

If you do not work in a lab, please sign on page 2 and return the document to your administrative department.

Lab Personnel must also complete the following questions 6-12:

6. Emergency response procedures for fire, chemical hazards, biohazardous spills and radioactive spills are in the [Laboratory Safety Manual](#), which is located here:
 - READ THE EMERGENCY RESPONSE PROCEDURES IN ADVANCE!
 - Working alone after hours may be unsafe. Procedures for working alone found in the [Working Alone Directive](#).
7. My lab's spill kit is located:
8. The nearest [Emergency Shower](#) is located:
9. The Emergency [Eyewash Station](#) is located:

10. Safety Data Sheets (SDS) can be found on which website?:

[Redacted]

- Use the SDS to familiarize yourself with the properties, incompatibilities, potential side effects and disposal circumstances of any hazardous materials you will work with before you start using them.
- If emergency treatment is required after you come into contact with a hazardous material, take the appropriate SDS with you.

11. In my lab, I will require to wear the following [Personal Protective Equipment](#):

- [Redacted]
- [Redacted]
- [Redacted]

12. Earphones (ear buds or over the ear head phones) are not recommended to be used in a research lab. Give two reasons why you think earphones are not recommended in a lab setting:

- [Redacted]
- [Redacted]

General Laboratory Rules

- No eating, drinking, gum-chewing, or storage of food is permitted in the laboratory.
- Appropriate personal equipment (PPE) must be worn at all times when in the laboratory or when transporting materials between laboratories.
- Except when transporting materials between laboratories, it is prohibited to wear protective gloves in common spaces such as hallways and elevators.
 - Do not wear both gloves outside the lab. Think about why you are required to wear the gloves in the first place.
- Open-toes and/or open-heeled shoes are prohibited in the laboratory.
- Hands must be washed with soap and water before leaving the lab.
- Work surfaces must be cleaned and/or decontaminated daily.
- No hazardous material should be left overnight outside the appropriate storage areas.
- The laboratory door must be kept shut at all times (not propped open) and locked when no one is in the laboratory, especially during lunch hours, lab meetings, seminars, etc.
- Do not enter a lunch room or washroom wearing a lab coat or gloves.

Signatures and Confirmation

[Redacted Signature Box]

Student/Employee Signature

[Redacted Date Box]

Date

[Redacted Signature Box]

Supervisor/Principal Investigator Signature

[Redacted Date Box]

Date