

## Université d'Ottawa • University of Ottawa

Faculté des sciences • Faculty of Science

## **Orientation for Laboratory Personnel**

Please return the completed form to your departmental secretary. If you have any questions contact the Health, Safety and Risk Manager at ext. 6425 or the Health Safety and Risk Assistant at ext. 4202.

- 1. The University of Ottawa Emergency number is **5411**.
- 2. The fire extinguisher is mounted \_\_\_\_\_\_. In case of fire activate the building fire alarm system, by pulling the nearest fire alarm pull station in hallway \_\_\_\_\_\_. Telephone **5411** and give name, telephone number, location and nature of the fire.
- 3. An emergency response plan showing the escape routes from the laboratory is located \_\_\_\_\_\_\_. (Workers in the laboratories need to know the nearest and secondary escape routes from the laboratory.)
- 4. The First Aid kit is located \_\_\_\_\_\_.
- 5. Safety showers are located \_\_\_\_\_\_.
- 6. An emergency eyewash station is located \_\_\_\_\_\_. Eyes must be rinsed for a minimum of 15 minutes if any chemical, biohazard, or radioactive materials get into your eyes.
- 7. All incidents must be reported to the Principle Investigator (PI) as well as Occupational Health and Safety Officer. Accident report forms are located in
- 8. The laboratory Safety Manual is located \_\_\_\_\_

\_\_\_\_\_.

- 9. Emergency response procedures for fire, chemical hazard, biohazard spills, and radioactive spills are in the laboratory Safety Manual. Read them in advance!
- 10. Procedures for working alone are in the laboratory Safety Manual.
- 11. Be familiar with the safe operation of laboratory equipment before you use them. The operating Manuals of your laboratory equipment are located
- 12. Biohazard, WHMIS and Radiation handbooks are available and are located in \_\_\_\_\_\_. You must read them if you are using materials pertinent to your research.
- 13. Material safety data sheets (MSDS) can be obtained from \_\_\_\_\_\_. Be familiar with the MSDS for all the hazardous materials you will work with <u>before</u> using the materials.
- 14. If emergency treatment is required, take the appropriate MSDS with you to the doctor's office.

- 15. No eating, drinking, or storage of food is allowed in the laboratory
- 16. Recapping of needles and mouth pipetting is prohibited.
- 17. Long hair must be restrained or tied back.

- 18. Hands must be washed with soap before leaving the lab.
- 19. All spills, accidents, exposures must be reported to the Principle Investigator.
- 20. Shorts, open toed and/or open heeled shoes are prohibited. Safety Eyewear and Lab coats must be worn at all times when in the lab or when transporting materials between laboratories.
- 21. Personal Protective Equipment is located (i.e. Respirator, face shield, cold gloves, blast shield, etc.) \_\_\_\_\_.
- 22. Work surfaces **must be cleaned and or decontaminated daily**. No hazardous chemicals left overnight outside storage cabinets.
- 23. The laboratory doors must be shut and locked when no one is in the lab especially during lunch hours, seminars, etc.
- 24. Untrained people are not allowed in the laboratory. All visitors must wear safety glasses.
- 25. All personnel must successfully complete WHMIS training course offered by the university Office of Risk Management (ORM). All personnel must successfully complete the radiation protection safety course offered by ORM, if they will be using radioactive materials. Schedule of all safety courses can be found
- 26. No procedure or equipment should be used without proper safety instruction from trained lab personnel.
- 27. The following hazards are present in the laboratory and require training in those hazards. (i.e. laser, x-ray diffraction, gas chromatography, flame photometer, NMR, high vacuum pump, etc.

## I have read and understood the above guidelines and I am familiar with the laboratory Safety Manual.

Trainee \_\_\_\_\_

Signature

Date

Lab Trainer \_\_\_\_\_

Signature

Date