

Laboratory Safety Orientation Checklist

Department of Natural Resource Sciences

McGill University

Name (Print)

Supervisor (Print)

Date Completed (DD/MM/YY)

A Laboratory Safety Orientation Checklist should be completed within one month of arriving in the laboratory. It is recommended that both you and your advisor keep original copies. Updates can be made during the course of your study (simply initial and date changes). It is advised that you review annually with your advisor, and document such an event.

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 (<http://www.mcgill.ca/ehs/laboratory/lab-safety-responsibilities>)
- Health & Safety Internal Responsibility System (<http://www.mcgill.ca/ehs/safetycommittees/irs>)
- Personal Protective Equipment Policy (Laboratory Safety Manual, section 11)
- Accident, Incident and Occupational Disease Reporting Policy and Procedure (<http://www.mcgill.ca/adminhandbook/safety/emergency-procedures-and-accident-reporting>)
- Reporting a safety hazard (<http://www.mcgill.ca/ehs/correct-hazard>)

2. SAFETY RESOURCES

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

- Department Safety Committee (Chair: Sebastien Faucher, sebastien.faucher2@mcgill.ca, 514-398-7886)
- Departmental Safety Officer (if applicable)
- Certified First Aid Providers (Listed on the back of the lab door)
- Environmental Health & Safety (514-398-4563, www.mcgill.ca/ehs)
- McGill Student Health Services (students only, www.mcgill.ca/studenthealth/)

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

4. BASIC LABORATORY SAFETY

- I read McGill's Laboratory Safety Manual (www.mcgill.ca/ehs/laboratory/labsafety/)
- 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. **NO FOOD/DRINK ALLOWED IN THE LAB, or evidence of it (cups, plates, etc)**
- 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
 - Chemical goggles
 - Face Shield
 - Respirator, *Specify Type:*
 - Hearing protection, *Specify Type:*
 - Other (specify):

- 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 (Laboratory Safety Manual, section 1.5)

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 (<http://www.mcgill.ca/ehs/laboratory/radiation/manual>)
- I read McGill's Radiation Safety Policy (www.mcgill.ca/adminhandbook/safety/radioactive/)
- 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

7. LASER SAFETY **Not Applicable**

- I read McGill's Laser Safety Policy (www.mcgill.ca/ehs/laser/policy/)
- I received instruction on the safe handling of lasers

8. BIOSAFETY **Not Applicable**

- I read McGill's Biosafety Manual (www.mcgill.ca/ehs/laboratory/biosafety/manual/)
- I read McGill's Biohazards Safety Policy (<http://www.mcgill.ca/adminhandbook/safety/biohazards>)
- 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 (www.mcgill.ca/wmp/guidelines/)
- I read McGill's Hazardous Waste Disposal Policy (<http://www.mcgill.ca/adminhandbook/safety/disposal-hazardous-waste/>)
- 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 (<http://www.mcgill.ca/ehs/laboratory/ohs/>)
- 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.)

12. OTHER LABORATORY GUIDELINES **Not Applicable**

13. SAFETY TRAINING REQUIREMENTS **Not Applicable**

Registration: <https://www.mcgill.ca/ehs/training>

<i>Laboratory Supervisors must identify which safety training provided by EHS is required. Training Course</i>	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)				

14. SIGNATURE

I, _____ (Your Name) 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 Supervisor. It is recommended that a second copy be made and kept by the trainee.

15. SAFETY TRAINING UPDATES

Please use the space below to outline additional training, discussions, annual refreshers, etc. You and your advisor should initial and date activities as appropriate. Add additional sheets if needed.

Date	Activity Log	Initials

***** CAN WE IMPROVE THIS CHECKLIST? *****

SEND IDEAS TO CHAIR OF DEPARTMENTAL SAFETY COMMITTEE: sebastien.faucher2@mcgill.ca