New Employee Lab Orientation Checklist

Employee Name: ___________________________ Date: __________________

☐ Safety Glasses must be worn at all times where hazards are present
☐ Footwear must cover the entire foot
☐ No bare legs
☐ No food/food garbage in labs
☐ Call 911 for all emergencies
☐ Locations and use of PPE (gloves, apron, shield, oven mitts), where applicable
☐ Safety glasses for visitors, laser safety glasses for visitors, whenever necessary
☐ Requirement for Radiation Safety Awareness for visitors, if applicable
☐ Locations of primary and secondary fire exits
☐ Locations and use of fire alarm pull stations
☐ Location and use of fire extinguishers and class (including metals)
☐ Location and use of fire blanket
☐ Locations of lab fire/emergency plan
☐ Locations and use of chemical spill kits
☐ Locations and use of safety showers
☐ Locations and use of eyewash stations
☐ Location of first aid kit
☐ Report all injuries or dangerous incidents to supervisor immediately
☐ Doors must be locked when lab unoccupied
☐ Locations and use of chemical waste disposal supplies and pickup
☐ Awareness of hazardous equipment in lab
☐ Location of equipment manuals
☐ Location of SOPs, when applicable
☐ Location of lab safety manual, when applicable
☐ Location of radiation safety manual, when applicable
☐ Location of biosafety manual, when applicable
☐ Location of X-ray safety manual, when applicable
☐ Location of laser safety manual, when applicable
☐ Chemical storage locations in labs
☐ Location of MSDS information and hazardous materials inventory list, when applicable.
☐ Location of broken glass container, if applicable
☐ Pointers on the use of pressurized gas cylinders
☐ List of required OHS training courses
☐ Location of emergency phone list of employees
☐ A hazardous position communication form has been completed by the employee, when applicable (staff and graduate students). Found at: 
   http://www.wph.uwo.ca/newposition.htm
☐ Designated substances - identified on campus: lead, mercury, arsenic, benzene, isocyanates, asbestos, and crystalline silica with particle sizes < 10μm (not chromatography or TLC silica).
☐ Don’t be afraid to ask if there is a concern

Employee Signature: ___________________________

Supervisor Signature: ___________________________