

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: _____