



Bioproducts Discovery and Development Centre

SAFETY ORIENTATION RECORD

PROCEDURE: This form must be completed by all individuals working in laboratories (i.e., employees, students, visiting scientists, volunteers engaged in research, and teaching assistants). Orientation activities may be delegated to a qualified individual, however, the supervisor is ultimately responsible for training and must ensure that this form is completed, signed, and submitted to departmental administrative assistant **within the first week of work**. A second copy of the record is to be stored in the lab "Safety Binder" and must be housed in a visible location in the lab.

Personnel Name:	
ID:	
Email Address:	
Supervisor Name:	
Position and Start Date:	

SAFETY TRAINING:

Lab Personnel: I am responsible to complete the safety training courses required by Plant Ag/EHS (check those that apply):

- General laboratory safety course and the video of the same provided by Department of Plant Agriculture
- Workplace Hazardous Materials Information System (WHMIS)
- Laboratory Safety
- Biosafety
- Respirator Training
- Emergency First Aid, CPR Level C, AED training
- Lab Safety Training Bundle (WHMIS, Lab Safety, and Hands-on Fire Extinguisher training)

WORKSPACE ORIENTATION AND SAFETY EXPECTATIONS:

Lab Personnel:

- I have reviewed the emergency response procedures posted in the lab
- I understand the location and use of emergency equipment
- I understand the actual and potential hazards in the work area
- I have reviewed and understand the information contained in the EHS Lab Safety Manual
- I understand the process for separating and disposing of hazardous wastes
- I know where to locate Material Safety Data Sheets (MSDS)
- I have reviewed the EHS Policy 851.01.01 <http://www.uoguelph.ca/ehs/> and know where to locate: Occupational Health & Safety Act (OHSA)
- I am aware of the location of lab-specific safety procedures, and am aware that I am required to follow these safety procedures, at all times
- I know where to find equipment-specific standard operating procedures (SOPs)
- I am aware of basic lab safety rules (no food/drink, proper attire, personal protective equipment, no door propping, good housekeeping)
- I understand that I am to call 2000 during emergencies. I understand how to contact:
 - Campus Police (non-emergencies) ext. 52245
 - Environmental Health and Safety: ext. 53282
 - Departmental and BDDC Safety Committee: ext.58180 or ext.58314

Supervisor (or designate):

- I have ensured that emergency response procedures are posted in the lab
- I have shown the individual the location of:
 - Emergency exits and alarm pull stations
 - Phones and emergency call boxes
 - Emergency equipment (first aid kit, spill kit, eyewash, safety shower, fire extinguisher, other as needed)
- I have advised the individual of actual and potential hazards in the work area and the appropriate precautions (may include: chemical, biological, radiation, electrical, noise, machine, temperature extremes).
- I have discussed lab-specific standard operating procedures and have ensured that written procedures are available in a well marked location in the laboratory. I have explained the process for separating and disposing of hazardous wastes.
- I have explained the requirements of proper attire and personal protective equipment.
- I have explained safety precautions for work after hours (hazard assessment, buddy system, access control, SafeWalk, notification of Campus Police)
- I have ensured that contact information for Emergency Dispatch is posted in the lab
- I have provided access to contact information for other health and safety resources

Lab Personnel Signature:	Date:
Supervisor Signature:	Date: