



Université d'Ottawa • University of Ottawa
Faculté de Génie • Faculty of Engineering
Orientation for new employees in a laboratory

Please return completed form to your department / school administrative secretariat

GENERAL

1. The University of Ottawa's Emergency number is _____.
2. The fire extinguisher is mounted _____. In case of fire activate the building fire alarm system, by pulling the nearest fire alarm pull station located _____. Call **5411** and give name, telephone number, location and nature of the fire and they will notify the emergency services.
3. An evacuation plan showing the escape routes from the building is located _____ all individuals need to know the nearest and secondary escape routes from their room.)
4. The nearest First Aid kit is located _____ and the nearest first-aider is located _____. A list of all first aiders is located _____.
5. **All accidents, incidents or occupational disease must be reported using the "Accident, incident or occupational disease report" form to Human Resources Service and to the Facilities Manager.** Those forms are located in _____ or at this web address: http://www.hr.uottawa.ca/files/forms/leave/accident_incident_report.pdf
6. All personnel must successfully complete WHMIS training. Course can be done online at this address: http://www.uottawa.ca/services/ehss/whmis_online.htm
7. All laboratory personnel must successfully complete Laboratory Safety training offered by the Office of Risk Management, Environmental Health and Safety. The laboratory Safety Manual is located _____.
8. All personnel working with radioactive material must successfully complete the radiation protection safety course offered by the Office of Risk Management, Environmental Health and Safety or any other courses requires for a specific research. List and schedule of those courses can be found at this address: <http://www.uottawa.ca/services/ehss/biosafety.htm>
9. My representative on the Sectoral Health and Safety Committee is _____
A list of all members of this committee can be found on the Faculty web page:
http://www.uottawa.ca/services/ehss/ohs_members.htm
10. The Risk Management Officer for the Faculty is _____ from the Office of Risk Management. You can find this information on this web page:
http://www.engineering.uottawa.ca/en/health_safety/view/emergency_contact_information/
11. Visit the Faculty web page, health and safety section <http://www.engineering.uottawa.ca/en/> and the one of the Office of Risk Management, Environmental Health and Safety
<http://www.uottawa.ca/services/ehss/index.htm>
12. No procedure or equipment should be used without proper safety instruction from trained laboratory personnel.
13. Before disposing of anything in the sink, consult Sewer Usage Guidelines or your supervisor.

Sewer Usage Guidelines are located _____

14. Eating, drinking, or storing food is prohibited in the laboratory.
15. Untrained people are not allowed in the laboratory. All visitors must wear safety glasses.
16. The laboratory doors must be shut at all times and locked when no one is in the laboratory.
17. I agree to follow the Office of Risk Management directive on after-hours access, info at this web link: (<http://www.uottawa.ca/services/ehss/docs/Directiveaccesslabafterhours.pdf>)

PERSONAL PROTECTION

18. The following hazards are present in the laboratory and require training in those hazards. (I.e. laser, x-ray diffraction, high voltage, high pressure, flame photometer, NMR, high vacuum pump, etc). _____
19. Personal Protective Equipment is located (i.e. Respirator, face shield, cold gloves, blast shield, etc.) _____
20. Appropriate clothes must be worn: shorts, open toed and/or open heeled shoes are prohibited. Safety Eyewear and Laboratory coats must be worn at all times when in the lab or when transporting materials between laboratories.
21. Long hair must be restrained or tied back
22. Emergency eyewash is located _____
23. Safety showers are located _____
24. Material safety data sheets (MSDS) can be obtained from _____
Be familiar with the MSDS for all the hazardous materials you will work with **before** using them.
25. If emergency treatment is required, take the appropriate MSDS with you.
26. Emergency response procedures for fire, chemical hazard, biohazard spills, and radioactive spills are in the laboratory Safety Manual. **Read them in advance!**
27. Spill kit is located _____
28. Biohazard, WHMIS and Radiation handbooks are available and are located in _____.
You must read them if you are using materials pertinent to your research.
29. All spills, incidents or exposures must be reported to the Principal Investigator.
30. Work surfaces **must be cleaned and/or decontaminated daily**. No hazardous chemicals should be left overnight outside storage cabinets
31. Hands must be washed with soap before leaving the laboratory.

I have read and understood the above guidelines. The University work place health and safety issues are governed by Policy 72: Environmental Policy, Policy 77: Occupational Health and Safety Policy, Policy 87: Temporary interruption of university activities and Policy 91: Environmental Management. All University policies are published at: <http://web5.uottawa.ca/admingov/policies-procedures.html>

Employee / Student : Name (Print) _____ Signature _____

Supervisor: Name (Print) _____ Signature _____

DATE _____

(Revised May, 2010)