



SAFETY ORIENTATION RECORD: PART A

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 that it, along with the certificates for the online EHS training modules are submitted electronically to departmental administrative assistant **after the first day of work**. This record is to be stored in the lab's "Safety Binder", which must be housed in a visible location in the lab.

Access to the lab will not be permitted in advance of this safety verification.

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

SAFETY TRAINING:

Lab Personnel: I have completed the safety training courses required by CBS/EHS:

- | | |
|--|---|
| <input type="checkbox"/> WHMIS | <input type="checkbox"/> Laboratory Safety |
| <input type="checkbox"/> EHS Biosafety | <input type="checkbox"/> EHS Worker Health and Safety Awareness |

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 CBS Safety Handbook
- I understand the process for separating and disposing of hazardous wastes
- I have reviewed the EHS Policy 851.01.01 <https://www.uoguelph.ca/hr/policies/environmental-health-and-safety-policy> and know where to locate the 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 understand that I am to call 52000 during emergencies
- I understand how to contact:
 - Campus Police (non-emergencies) ext. 52245 or 519-840-5000
 - Environmental Health and Safety: ext. 53282
 - Departmental Safety Committee
 - CBS website: www.cbs.uoguelph.ca/safety/
- I am aware of basic lab safety rules (no food/drink, proper attire, personal protective equipment, no door propping, good housekeeping)

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:
Trainer Signature:	Date:
Faculty Signature:	Date: