

Laboratory Safety Orientation Checklist for New Lab Personnel

The UWinnipeg Health and Safety Policy outlines workers' rights, safety responsibilities and training requirements to ensure individual and institutional compliance with relevant health and safety laws, regulations, policies and procedures. The Laboratory Safety Orientation checklist is intended to serve as a guide to supervisors (faculty or manager):

1. To discuss the following topics with the lab personnel within 30 days of starting in the laboratory.
2. To provide training to new staff, graduate/undergraduate research students and others (i.e. research assistants, postdoctoral fellows, lab technicians, visiting scholars/volunteers, and summer students) on how to carry out their work safely in the laboratories.

This checklist will serve as a summary of the training received. All completed training documents such as permits (biosafety/ radiation etc.), training records of lab personnel must be kept in a binder in the lab and made available during internal and external inspections. An electronic copy of all training documents must be sent to the safety office (safety@uwinnipeg.ca) upon completion.

Please print:

Name:	Date:
Department:	PI / Supervisor name:
Lab Phone#:	Building and Room#:
Biosafety/Radiation permit#	Name of Trainer:

Worker's Rights: Under the Manitoba Workplace Safety and Health Act (WSH Act), workers are granted four fundamental rights to ensure a safe and healthy workplace.

1. **Right to Know**

Workers have the right to be informed about workplace hazards and how to control associated risks. This includes:

- o Being informed of workplace hazards
- o Receiving training to recognize and protect themselves from these hazards
- o Being informed of their rights under the law

2. **Right to Participate**

Workers have the right to engage in workplace safety and health activities. This means having the ability to participate in keeping the workplace safe and healthy. Workers are encouraged to be involved in safety programs and committees, such as safety and health committees, which are key in promoting workplace safety.

3. **Right to Refuse Unsafe Work**

Workers have the right to refuse work they reasonably believe is dangerous to their safety or health, or to the safety or health of others. Dangerous work is defined as work involving safety and health hazards that are not normal for the job. Workers should report safety concerns immediately to their supervisor. In most cases, arrangements can be made to address workers' concerns. An employer or supervisor cannot insist that a worker perform work they believe is dangerous. The employer may assign alternate temporary work while the situation is being remedied. The worker should remain at work unless permission to leave has been granted.

4. **Right to Protection from Reprisal**

Workers are entitled to exercise their rights under the WSH Act without being penalized by their employers. Protection from reprisal is a fundamental right, ensuring that workers can raise safety and health issues or exercise safety and health rights without fear of negative treatment at work.

Responsibilities:

LAB SUPERVISORS:

- To ensure that all their staff/students receive proper laboratory safety orientation/instructions.
- To complete this checklist with all new staff/students within 30 days of their arrival in the laboratory.
- To discuss the nature of the research project being conducted in the lab. Discuss the hazardous components of the research (biological/chemical/physical/ radiation, etc.).
- To enforce implemented workplace safety and health policies and procedures, review the site-specific laboratory safety requirements including working alone, personal lab hygiene, fragrance use, waste disposal procedure and emergency evacuation and response plan and contacts.
- To maintain up-to-date training records.

STAFF/STUDENTS:

- To receive safety training as specified by their supervisor or principle investigator.
- To comply with all health and safety procedures and policies.
- If there is any clarification required, please contact the Principal Investigator and/or the Safety Office for further clarification.

Please either (check) or (N/A) the boxes below:

1. Safety and Emergency Resources- PI/Supervisor has discussed:	
	UWinnipeg Safety website (Home Safety Office The University of Winnipeg)
	Reporting Incidents and Injuries (Accident/Incident Reporting Safety Office The University of Winnipeg)
	Report any unsafe conditions immediately to the supervisor and/or Safety Office Safety Concerns - Hazard Alert Report Safety Office The University of Winnipeg
	Safe Walk & Safe Ride program (SafeWalk & SafeRide Programs Security The University of Winnipeg)
	Emergency procedures (Emergency Procedures Safety Office The University of

	Winnipeg)
	Emergency guidelines (Home Emergency Guidelines The University of Winnipeg)
	UWinnipeg Safe app (UW Safe App Security The University of Winnipeg)
	Respectful Working and Learning Environment Policy and Procedures (Respectful Working and Learning Environment Policy and Procedures Respect The University of Winnipeg)

2. BASIC LAB SAFETY- PI/Supervisor has discussed:	
	Show location of nearest: • Workplace Safety and Health Bulletin Board • Fire alarm pull station • Fire extinguishers- note: only to be used if the person is trained. • Emergency exits and evacuation route (muster point) • Meeting place after evacuation • First aid kit and designated first aid provider (Security team is all first aid trained, call 204-786-6666) • Eyewash station and how to operate them • Lab placard to be updated by March 31st or when change occur • Spill response kit and procedure • Safety Data Sheet (SDS) binder • Chemical Inventory in Campus Optics
	Importance of <u>appropriate lab attire</u> (knee length lab coat, CSA approved safety glasses, closed shoes).
	Requirement to wear full length pants (or equivalent) and closed toe-heel shoes, to tie back medium/long hair (hair below shoulder length) and not to wear contact lenses in the lab. Review the Lab placard requirements.
	Instructions on not to eat, drink or bring food into the lab.
	Instruction not to wear lab coats and another PPE outside of the designated lab area (Gloves, safety glasses, respiratory protection, etc.)
	Instruction that when <u>working alone</u> or in isolation, a working alone plan must be developed with the supervisor. When working alone or in isolation, the following procedure must be followed in addition to other applicable actions dependent on the risks associated with the tasks being performed while working alone: 1. The worker must have supervisor's approval, and be fully trained to work independently and operate equipment (s) safely. 2. if possible, a second staff/student must be available in case of an emergency, OR 3. Campus Security (Ext. 6666) must be contacted to set up a check-in routine with you; and they must be contacted once your work is completed.
	Instruct that lab door must be always closed and locked

3. CHEMICAL LAB SAFETY	
	Complete annual WHMIS training through Nexus with the valid certificate. Everyone must renew their WHMIS once a year. Certificates expire annually on August 31 st .
	Location of SDS and other safety symbols and signage (e.g. Laser, X-Ray etc.) SDSs are available online on campus optics. Note: if SDS is missing or out of date please send an email at safety@uwinnipeg.ca with name of chemicals and manufacturers
	Provided with clear work instructions regarding safe handling of laboratory chemicals and reagents.
	Discuss all Safety and Emergency Equipment locations, instructions and associated hazards on how to use with the staff/student? • Fume hoods • Biological Safety Cabinets (BSCs) • Flammable chemical storage cabinets • First aid kit • Eyewash station/shower • Chemical Spill kit
	Instruction for the appropriate measures to take in case of a chemical spill. Discuss Chemical Spill Response Guidelines.
	Instruction on the safe handling and proper disposal of different types of waste substances. • Acids/bases • Radioactive material • Broken glass • Sharps • Biohazardous material • Animals and preserved specimens • Solvents

4. BIOSAFETY/BIOSECURITY LAB SAFETY (if applicable)	
	Biosafety & Biosecurity training for the containment level area.
	Instruction with regards to lab rules, lab specific procedures and inventory records required for biohazards.
	Know the decontamination procedures associated with various activities using biohazardous materials and associated biocontainment levels requirements.
	Instruction on the appropriate measures to take in case of a biohazard spill or other

	release from containment (e.g. due to failure of a centrifuge tube)
	Advise on obtaining recommended immunizations
	Instruction on use of Biological Safety Cabinet - Preparation (record manometric pressure before/after use) - Working in the hood (organization and disposal containers) - Clean up (waste disposal/autoclave)
	Instruction & training on use of autoclave, record keeping and biological indicators
	Instruction on handling of gas tanks and SWP associated with CO ₂ incubators
	Instruction on how to use the incubators and routine cleaning procedure
	Instruction on use of centrifuge (SWP) and prevention of spills
	Instruction on traffic flow pattern from established clean to dirty areas - entry/exit of personnel and material to/from the containment zone to prevent contamination.
	Instruction on movement and transportation of biological agents within a containment zone, between containment zones within the same building and outside of the facility, including the movement of waste to an autoclave room outside the containment zone – when moving biological agents within a containment Zone (e.g. from freezer/fridge to a BSC, from an incubator to a BSC etc.) • Ensure that the infectious material will not be dropped, tipped or spilled. Ensure a secondary container meets the following requirements: identification label, leak proof, impact resistant containers (containers equipped with lid clamps) to move biological material between containment zones in the same buildings to prevent a spill. • Use cart with raised edges for large number of specimens, large volumes or heavier items when necessary and place absorbent material on each cart shelf or use cart pans.
	Instruction on use of specific disinfectant and their limitations and applications
	Ensure up-to-date inventory records of biological agents
	Location of Pathogen Safety Data Sheets in the lab *PSDSs may be found at http://www.phac-aspc.gc.ca/lab-bio/res/psds-ftss/indexeng.php
	Instruction on how to use/handle human/animal cell lines, human blood, milk, saliva and other bodily fluids

5. Radiation LAB SAFETY (only if applicable)	
	Successfully completed mandatory radiation safety training

	Given clear instructions regarding the lab rules for radioisotope work
	Provided instruction on record keeping for radioisotopes as well as on their safe disposal
	Provided instruction on the appropriate measures to take in case of a radioactive spill or exposure

6. Hazardous waste disposal	
	Provided instruction on the disposal procedures for: chemical waste
	Disposal of broken glass* - can be swept up with a brush and dustpan and deposited in the broken glass receptacle (special cardboard container). Contact Facilities for pickup or replacement boxes. *Disinfect glassware with biohazard material prior to clean-up. Neutralize glassware with strong acids/bases prior to clean-up.
	Sharp disposal protocol (e.g. needles, razors, pins, toothpicks) in designated Sharps container. Do not throw them in the regular garbage.
	Instruction on the safe handling and disposal of biohazardous waste and discards.
	Disposal of PPE
	Disposal of specimens collected in vivarium (if applicable)
	Disposal procedures for radiation waste (if applicable)

TRAINING

List of formal training the staff/student has completed or requires for lab work.

Training List	Date of Completion	Staff/Students Initials	Certificate on file? (Safety office should get a copy)
WHMIS			
Biosafety			
Fire Warden (if applicable)			
Chemical Spill Cleanup			
Biological Spill Cleanup			
Lab Safety – Lab Equipment			

and Ventilation for RCFE lab staff and students			
Fire/Evacuation Emergency Procedures			
Safety Responsibilities			
Incident/accident Reporting			
Working Alone			

I (supervisor/PI) _____ hereby declare that I directly reviewed the above-stated material with the staff/student _____ and the staff/student agrees to follow the prescribed laboratory and departmental safety policies and procedures.

Name of Staff/Student (print) _____

Staff/Student's signature _____

Laboratory Supervisor's Name _____

Laboratory Supervisor's signature _____

Date ((dd/mm/yy) _____

NOTE: The completed checklist must be kept on file in the lab, and a copy should be sent to the Safety office.