



UNIVERSITY
OF MANITOBA

Laboratory Safety Checklist for New Lab Personnel

- PI/Lab Supervisor should discuss the following statements/questions with the new lab personnel before they start work in the laboratory.
- When completed and all signatures have been obtained, the checklist should be submitted to and kept by the departmental office

Please Print

Name:	Date:
Phone #:	Department:
Principal Investigator/Official Supervisor:	Building and Room #
Biosafety Permit #	Radiation Safety Permit #

PLEASE KEEP THIS SIGNED AND COMPLETED QUESTIONNAIRE (3 pages in total) AS A RECORD OF TRAINING AS PART OF LAB DOCUMENTATION.

YES	N/A	STATEMENT/QUESTION	
		1	PI/Supervisor has discussed the nature of the research/project being conducted in the laboratory.
		2	PI/Supervisor has discussed hazardous components of the research including reference to the following as applicable.:
			a. Chemical
			b. Biological
			c. Physical (including temperature, electrical, lifting/ergonomic, hi/low pressure, sharps)
			d. Radioactive Materials
		3	PI/Supervisor has identified the location of Material Safety Data Sheets (MSDS) and chemical inventories to the employee/student and demonstrated methods of access.
		4	PI/Supervisor has discussed hazards of field research.
		5	PI/Supervisor has discussed the need for the employee/student to inform health care providers of the nature of the laboratory research during an accident or post-exposure medical visit.
		6	PI/Supervisor has reviewed the site-specific laboratory safety requirements with the employee/student, including working alone, personal lab hygiene and responsibilities for safety, site specific waste procedures, and emergency response contacts.
		7	Hazard assessment, use and limitations information concerning Personal Protective Equipment (PPE) required in laboratory has been reviewed and personnel have been provided with the appropriate personal equipment required (lab coat(s), safety glasses/goggles, gloves, hearing protection) and shown location of shared PPE (e.g. face shields, temp resistant gloves)
		8	Does the employee/student need a respirator? () YES () NO If yes, arrange for exposure evaluation, training and fit testing through the Environmental Health and Safety Office at 474-6633.
		9	Has the pertinent procedures for emergency response been identified to the employee/student for:
			a. Spills, Ventilation/fume hood failures, etc.

			b. Fire (Fire procedures and Fire Marshall identified?)
			c. Personal injury and/or medical emergency (First aid responders identified?)
			d. Accident/Incident reporting procedure
		10	Have all Safety and Emergency Equipment locations and procedures been identified to the employee/student?
			a. Emergency Shower
			b. Emergency Eyewash
			c. Fire Alarm Pull Station
			d. Fire Extinguisher
			e. First Aid and Spill Kits
			f. Emergency Contact Phone #s
			g. Fume Hoods
			h. Biological Safety Cabinets (BSC)
			i. Flammable Storage Cabinets
			k. Others
		11	Have the site-specific waste procedures and locations of the Hazardous Waste Wall Charts (Lab waste, Biohazardous waste, Radioactive waste) been identified and explained to the employee/student:
			a. Solvents?
			b. Acids/bases?
			c. Radioactive material?
			d. Sharps/broken glass?
			e. Biohazardous material?
		12	Has the PI/Supervisor reviewed with the employee/student, the laboratory signage system and entrance requirements as indicated on the door? Contact EHSO 474-6633 for information on installation of door signage.
		13	If radioactive materials are used in the lab, has the employee/student been made aware of the radiation safety awareness training? Contact EHSO at 474-6633 to register. If radioactive material will be used by the new personnel, has the employee/student been added to the Internal Radioisotope Permit and registered for training? Call 789-3613
		14	All new lab personnel must view the "Basic Lab Safety and WHMIS" presentation and write and pass the test. WHMIS Coordinator signature below** indicates that this has been documented.
		15	If a biological agent user, has the employee/student completed online Generic Biosafety Training and added to the Biosafety Permit. Call 474-6633.
		16	The new employee/student understands that the PI/official supervisor can/should be contacted at any time to discuss safety concerns.
		17	Does the new employee/student have any allergies or medical condition(s) that the PI/official supervisor needs to be aware of? If so please list.
		18	Has the employee/student been given a handbook and an orientation of the Agriculture Building and/or Point growth area facilities, safety procedures and etiquette.

****WHMIS Coordinator** _____

The signatures below indicate that the above material has been reviewed with this employee/student and the employee/student agrees to follow the prescribed lab and departmental safety procedures:

Employee/Student _____

Principal Investigator/ Official Supervisor* _____

*Official Supervisor is a person whose supervisory responsibilities are defined in their job description

Site-Specific Biological Safety Training

Describe the Biological agents in use in the lab facility

Describe the pathogenic characteristics of the biological agents and the potential hazards associated with their use in the lab facility

Describe the most likely routes of transmission or hazardous exposure to the biological agents used in the lab facility

Describe the signs and symptoms of disease which may be caused by exposure or uncontrolled release of the biological agents used in the lab facility

List or describe the standard operating procedures used to prevent hazardous exposures to biological agents used in the lab facility

Who is responsible for determining whether or not the trainee is proficient in the use of the standard operating procedures above?

On what date was the trainee deemed to be proficient?

List or describe the post exposure protocols used in the event of hazardous exposures to biological agents used in the lab facility

Have workers been trained on the relevant physical design and operation of the lab facility?

Yes / No

Date

Have workers been trained on the use of relevant primary containment devices (biological safety cabinets, centrifuges and other pieces of equipment which are used to prevent the spread of potentially infectious aerosols)?

Yes / No

Date

List or describe the spill response or emergency response procedures used in the event of an uncontrolled release of the biological agents used in the lab facility

****WHMIS Coordinator** _____

The signatures below indicate that the above material has been reviewed with this employee/student and the employee/student agrees to follow the prescribed lab and departmental safety procedures:

Employee/Student _____

Principal Investigator/ Official Supervisor* _____

*Official Supervisor is a person whose supervisory responsibilities are defined in their job description