



Employee/Student Safety Orientation Checklist

Employee		Staff/ Student #	
Supervisor		Phone	
Safety Officer	Agatha Dobosz	Phone	Ext 36167
Trainer	Agatha Dobosz	Phone	Ext 36167

This checklist is intended to serve as a guide to supervisors for orienting new staff, faculty, students and others (i.e. post doctoral fellows, visitors/volunteers, summer students, 4th year students doing research projects, etc.) and to assist them in carrying out their work safely. This checklist also serves to provide a summary of training received. Certificates for WHMIS, Radiation Safety, First Aid, CPR courses must be kept on file within the Department.

This checklist is required to be completed with all new employees and students within the first two weeks of their arrival in the Department and the signed checklist must be kept on file in the Department. The Departmental Safety Officer should be informed that this orientation has been completed.

All pertinent safety information can be found on the Queen's University Department of Environmental Health and Safety website <http://www.safety.queensu.ca/>

Please initial when completed, if the section is not applicable to your worksite enter N/A



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<p>Emergency Evacuation: Walk through the appropriate emergency evacuation route, indicate secondary evacuation route.</p>			
<p>Fire Alarm Pull Stations: Show where fire alarm stations are located and instruct in their use.</p>			
<p>Portable Fire Extinguishers: Show location of portable fire extinguishers. Emphasize that they are only to be used if they are trained, and on small fires. Fire alarm should be activated FIRST.</p>			
<p>First Aid Kits: Show location of first aid kits and refer to “Responding to Emergencies” procedure.</p>			
<p>Responding to Emergencies: Go over the booklet ‘<i>Your Guide to Responding to Emergencies</i>’ available at http://www.queensu.ca/security/emergency/emergency-booklet.pdf</p>			
<p>Reporting Unsafe Conditions: Unsafe conditions or acts must be reported to the supervisor or safety officer. The student/employee should take responsibility for correcting unsafe conditions when feasible (e.g. remove tripping hazard).</p>			
<p>Incidents and Near Misses: Report all incidents or near misses to supervisor/safety officer. Employee incident report must be completed and forwarded to EH&S.</p>			
<p>Workplace Safety and Insurance Board: All work-related injuries/illnesses are covered by WSIB. Injuries must be reported to supervisor/safety officer immediately.</p>			



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<p>Warning Signs/Labels: Discuss the meaning of all warning signs and labels used in the work area.</p>			
<p>Personal Protective Equipment: Explain the care and use of all PPE and when it is required to wear PPE.</p>			
<p>Working in Hot Environments: Discuss Queen's University's Policy and Department's procedures.</p>			
<p>Footwear Policy: Discuss Queen's policy and specific types of footwear to be used it the worksite.</p>			
<p>Food and Drink: Discuss Queen's and Department's policies. Point out areas where food and drink may be consumed.</p>			
<p>Working Alone: Instruct that if hazardous work must be performed outside normal working hours then:</p> <ul style="list-style-type: none"> - The work must have supervisor's approval. - If a second co-worker is not present then Security or your supervisor should be notified. - Discuss Security's '<i>Lone Worker</i>' program. 			
<p>Physical Requirements: Discuss all physical requirements of the job (lifting, climbing etc.).</p>			



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General and Chemical Laboratory			
<p>Environmental Safety & Security Lab doors must be closed at all times and locked when the lab is unoccupied.</p>			
<p>Safety Shower/Eyewash: Show the location of the eyewash and safety shower and how to operate each of them.</p> <p>DO NOT pull the handle of the safety shower during this orientation.</p>			
<p>Lab Coats/Gloves: Wear lab coats and gloves in the halls when transporting hazardous material. Discuss the 'one glove method'.</p>			
<p>WHMIS All employees who work with or work in close proximity to chemicals must attend Queen's University's WHMIS training and annual refresher training (EH&S website) must be completed.</p> <p>If they have already obtained training at Queen's University. (Indicate date under Comments).</p> <p>The student is registered to obtain training on (date) _____</p>			
<p>Handling Reagents: Given clear instructions regarding the lab rules (Chemical and Biohazard Module required) for handling reagents.</p>			



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<p>Chemical Spill: Show location of spill kits and instructions.</p>			
<p>Chemical Disposal: Instruct in the safe handling and disposal of dangerous substances (e.g. acids, phenol, formalin, etc.).</p> <p>http://www.safety.queensu.ca/hazwaste</p>			
<p>CHEMFFX: All MSDS's are now on-line. Visit http://www.safety.queensu.ca/chemffx to complete training and link to CHEMFFX.</p> <p>NOTE: If MSDS is missing or out of date contact Ben Feigen at ben.feigen@queensu.ca</p>			
<p>VERTERE: Discuss the Queen's Inventory programme. Go through Vetere website https://apps.hechmet.ca/</p> <p>If necessary add new employee/student to the Vetere Inventory Management System. (Contact Ben Feigen at ben.feigen@queensu.ca)</p>			



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Radiation Laboratory Safety			
<p>CNSC: Make student/employee aware of the regulations that govern the use of radioisotopes in Canada (Sealed Source Training protocol).</p>			
<p>Security: Instruct student/employee in the security requirements regarding radioactive material and the requirement to report any breaches in security.</p>			
<p>Authorized User: The employee/student has been listed as an authorized user on the supervisor's radioisotope permit.</p> <p>They may not work unsupervised with radioactive materials until authorized by permit holder Dr. Ian Moore.</p>			
<p>Lab Specific Training: Clearly instruct regarding lab rules (i.e. in-house procedures) for radioisotope work.</p> <ol style="list-style-type: none"> 1. Registered with Health Canada 2. Read instruction manual for instrument 3. Signed on Sealed source training record 4. Record use of instrument in log book 			
<p>Permit: The employee/student has been instructed in and has read all the special requirements listed on the permit ECV002.</p>			



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Biohazard Laboratory Safety Training			
<p>The employee/student may not work unsupervised with biohazardous materials until completion of the requirements below.</p>			
<p>Biosafety Manual: Read the Queen's Biosafety Manual http://www.safety.queensu.ca/biocom/manual/bioman.pdf</p>			
<p>Queen's Biosafety Certification: Complete quiz or other training required http://www.safety.queensu.ca/cours</p>			
<p>Lab Specific Training: Obtain instruction regarding lab rules, lab-specific procedures and any inventory records required for biohazards.</p>			
<p>Biosafety SOPs: Read Queen's Biosafety SOPs that apply to the laboratory. http://www.safety.queensu.ca/pol.htm#biopol</p>			
<p>Permit: Read the lab biohazard permit including the risk assessment.</p>			
<p>Medical Surveillance: Understand the medical surveillance required for the biohazards in this lab.</p>			



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<p>Health Status: Know what changes in health status (including pregnancy) might increase susceptibility to the biohazards in your lab. Remember to inform your supervisor if these occur so that changes can be made for your safety if necessary.</p>			
<p>Immunization: Obtain any recommended immunizations or serum titre testing.</p>			
<p>Exposure Response: Know the emergency first aid for a biohazard exposure and the location of KGH OHS and KGH Emergency.</p>			
<p>Decontamination: Know the decontamination procedures associated with various techniques using biohazardous material.</p>			
<p>Disposal: Instruct the student/employee in the safe handling and disposal of biohazardous waste.</p>			
<p>Spills and other Biohazard Releases: Know how to respond to a biohazard spill or other release from containment (e.g. due to failure of a centrifuge tube or Biological Safety Cabinet malfunction).</p>			
<p>Authorized User: The student/employee must be listed as an authorized user on the supervisor's biohazard permit.</p>			



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List ALL formal training the employee/student has completed or circle the training that is a requirement to do his/her work.

Type of Training	Registration Date for Training	Completion Date for Training	Student/Worker's Initials	Certificate on File?
WHMIS				
Radiation Safety				
First Aid				
Ladder Safety				
Transportation of Dangerous Goods				
*Fieldwork Module				
*Fabrication Module				
*Chemical and Biohazard Module				
Hoist and Crane				

* Keys to laboratories will not be issued and OCASP plans will not be approved until the appropriate module(s) is completed. Most graduate students will require the completion of at least one module.

Name of Employee/student (please print): _____

Employee/student's Signature: _____

Name of Supervisor (please print): _____

Supervisor's Signature: _____

Name of Person Providing Orientation (please print): _____

Trainer's Signature: _____

Date: _____

NOTE: The completed checklist must be returned to Megan Rhymer, Department Manager.