

Laboratory Safety Checklist for New Lab Personnel

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- **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 WHMIS Coordinator, BEFORE lab keys can be issued.**

Please Print

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

The questions on page three should be used as a template for discussion in conjunction with the questions below.

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
			e. Radioactive Emitting Devices (REDs or X-ray Equipment)
			f. Lasers (refer to EHSO's Laser Safety web page and Laser Safety Information Power Point at: http://www.umanitoba.ca/admin/human_resources/ehso/rad_safety/lasers.html)
		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	Immunization requirements have been identified and offered if the employee will be working with/near vaccine-preventable human or animal pathogens or potentially infectious material. Contact EHSO Occupational Health Coordinator (474-6438) if you require assistance with this risk assessment.
		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) 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?
		f. Animal carcasses?
	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.
	14	If a biological material user, has the employee/student signed up for generic BSC and Biosafety training. Call 474-6633.
	15	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.
	16	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
	17	The new employee/student understands that the PI/official supervisor can/should be contacted at any time to discuss safety concerns.

****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

Discussion questions for PI and new Lab Personnel

1. What are the hazards for 2-3 of the most hazardous/toxic chemicals or solutions that you use?
2. Are your lab's working solutions, and your own labeled with completed, individual WHMIS labels?
3. What is your work alone policy? You need to have contact with someone who has access to the floor you are working on and a key to the space so they can come find you. When working in freezers, you need a 15 minute check-in schedule and if using the band saw you need a buddy present.
4. We are working in an open lab environment where people have access to several labs. Discuss the rules associated with using other labs:
 - You need permission to work in other labs from senior staff
 - A safety walk-through must be conducted before access is allowed
 - There is no removal of equipment without permission
 - Do not use consumables that do not belong to your group without permission. For example: gloves, kimwipes, tips/pipets, beakers, chemicals, etc.
 - If you are going to use other labs outside of regular hours please request permission.
5. When your experiments require use of a chemical or biological material that you haven't used before, what steps do you take before using it?
 - Consult with the safety data sheets
 - Do some research on its reactivity
 - Speak with your PI or senior staff
 - Make sure you have the correct PPE (personal protective equipment)
 - Be clear on how to dispose of any waste
6. You are working late in the lab and have a major spill of one of the hazardous materials you are working with. What should you do?
 - Spill kit? Can you handle this cleanup, or do you need to call for help? Senior Staff or PI for assistance.
 - Call security services from wall unit outside the theatre, office phone dial 555, cell phone #555 if on MTS or Rogers, or dial 204-474-9341
7. Considering your project as a whole, what are the major points in your own work where a risk is encountered and how do you plan to contain these risks? Please revisit these procedures regularly with PIs.

Biological Risks

8. What biological risk agents or potential infectious material do you work with?
9. What are the symptoms of infection with this material?
10. How do you protect yourself **and your co-workers** while working with these materials?