

SCHOOL OF ENVIRONMENTAL SCIENCES UPDATE PERSONNEL SAFETY CHECKLIST FOR WORKPLACES

Workplace Specific Orientation Topics

Personal safety in the workplace is both your responsibility and that of your supervisor. Please answer the following questions and sign in the relevant lines below.

General	Yes	No
1. Have you taken WHMIS training?		
2. Are you aware of the various resource people in the School of Environmental Science, Bovey Building or Axelrod Building? <i>eg. senior technicians, faculty responsible for various laboratories etc?</i>		

Emergency Procedures in Axelrod / Bovey Building - Medical	Yes	No
3. Do you know where the first aid kits are located?		
Do you know who are qualified first aiders?		
Do you know where the deluge showers and eyewash stations are located?		
Do you know how to obtain help for a serious injury?		
Do you know how to fill out an injury/incident report?		
Fire		
Do you know the location of the nearest fire alarm, fire blanket and extinguisher?		
Do you know who the fire wardens are?		
Do you know your nearest escape route in case of fire?		

Laboratory Work - Equipment and Chemicals	Yes	No	N/A
4. Have you been made aware of the operation and safety aspects of laboratory equipment you may be required to use? <i>These instruments may include lasers, centrifuges, photometers, autoclaves, etc.</i>			
5. Have you been made aware of hazards associated with any chemicals that you may be required to use? (Remember to review MSDS as required)			
Are any of these chemicals flammable, corrosive, oxidizing agents or carcinogenic?			
If you are using acid baths for cleaning glassware, are you aware of the safety issues?			
Do you know how to safely dispose of chemical waste?			
Do you know how to cope with a chemical spill?			
6. Are you aware of any physical hazards associated with any equipment or procedures you may use? <i>Eg. Compressed gases, cryogenics, electrical hazards, ionizing radiation, radioactivity, extreme heat or cold, excessive noise, heavy equipment</i>			
	Yes	No	N/A
Laboratory Work – General Personal Safety			
7. Are you aware of which personal protective equipment you will require for laboratory work? <i>Eg. Type of respirator, gloves, eye shields, lab coat etc.</i>			
Are you familiar with the use of a fume hood?			
Are you aware that there is no food or drink allowed in labs?			

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Are you aware that closed toe shoes must be worn?
 Are you aware that the use of personal mp3 players is discouraged in labs and that lab radios/CD players must be set at low volume?

Yes	No	N/A

Laboratory Work - Biological

8. Are you aware of any biological hazards associated with the procedures that you may be using?
 Will you need a biological safety cabinet?
 Do you know the functional difference between a fume hood and a biological safety cabinet?
 Will you require the use of an autoclave? If so, special training is required.
 Will your work require decontamination upon completion of your experiment? If so, discuss procedure with supervisor.

Field Work – Further training available by EHS may be required

9. Are you aware of any safety issues associated with your field work?
 Do you have access to a cell phone?
 Will other people know where you are?
 Do you have a portable first aid kit?
 Do you have appropriate outdoor clothing?
 Are you aware that you must bring sufficient food and water?

Yes	No	N/A

10. Has your supervisor made you aware of short courses/training sessions offered by the university which may help you work more safely? (List available at www.uoguelph.ca/ehs/courses), eg. laboratory safety, hazardous spills management, safe handling of compressed gases etc.

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University of Guelph safety policies and more information regarding safety courses can be found at the University's Environmental Health and Safety website (www.uoguelph.ca/ehs)

The preceding topics have been discussed and fully explained to:

EMPLOYEE NAME: _____

SIGNATURE: _____ **DATE:** _____

by: SUPERVISOR NAME: _____

SIGNATURE: _____ **DATE:** _____

School of Environmental Sciences Orientation, date of completion: _____

Date WHMIS attended: _____

This form will be kept in the personnel file of the employee and a copy retained by the Departmental Health and Safety Committee