



New Employee/Student Safety Orientation Checklist

Employee		Staff/ Student #	
Supervisor		Phone	
Safety Officer		Phone	
Trainer		Phone	

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 or in the files of the Principal Investigator.

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 or in the files of the Principal Investigator. 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

Topic	Initials (trainer)	Initials (employee/ student)	Comments
General Safety			
University Policies: Discuss the following: <ul style="list-style-type: none"> - Health & Safety Management System - Policy Statement on Health & Safety - Policy Statement on Environmental Health & Safety Available on EH&S website: http://www.safety.queensu.ca/pol.htm			



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<p>Emergency Evacuation: Walk through the appropriate emergency evacuation route, also point out 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>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. Student/employee should take responsibility for correcting unsafe conditions when feasible (eg 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>			



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<p>Workplace Insurance and Safety Board: All work-related injuries/illnesses are covered by WSIB. Injuries must be reported to supervisor/safety officer immediately</p>			
<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>Safety Committee: Discuss roll of Safety Committee and membership of Committee.</p>			
<p>Safety Bulletin Board: Point out the Safety Bulletin Board. Note JH&SC membership, names and location of people trained in first aid and location of first aid kit.</p>			
<p>Working in Hot Environments: Discuss Queens Policy and Department's procedures.</p>			
<p>Footwear Policy: Discuss Queen's policy and specific types of footwear to be used at the worksite.</p>			
<p>Food and Drink: Discuss Queen's and Departments policies. Point out areas where food and drink may be consumed.</p>			



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<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 should be notified. - Discuss Security's 'Lone Worker' program. 			
<p>Physical Requirements: Discuss all physical requirements of the job (lifting, climbing etc)</p>			
General and Chemical Laboratory Safety			
<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 them.</p> <p>DO NOT pull the handle of the safety shower during this orientation.</p>			
<p>Lab Coats/Gloves: Only wear lab coats and gloves in the halls when transporting hazardous material. Discuss the 'one glove method' .</p>			



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<p>WHMIS All employees who work with or work in close proximity to chemicals must attend Queen'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 (i.e. in-house procedures) for handling reagents.</p>			
<p>Chemical Spill: Instruct on the appropriate measures to take in case of a chemical spill.</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>			



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<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>			
Radiation Laboratory Safety			
<p>CNSC: Make aware of the regulations that govern the use of radioisotopes in Canada (from Radiation Safety Course)</p>			
<p>Radiation Safety Manual: The employee/student has read the Radiation Safety Manual prior to commencing work with radioactive materials.</p> <p>The manual may be obtained at http://www.safety.queensu.ca/radiation/manual/manual.pdf</p>			



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<p>Security: Instructed 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 they have completed the Queen's Radiation Safety Course.</p>			
<p>Radiation Safety Course: Radioisotope or sealed source safety training has been discussed with the employee/student</p> <p>If the student has already obtained training at Queen's University, indicate date under Comments.</p> <p>The student is registered to obtain training on _____ (date)</p>			
<p>Lab Specific Training: Clearly instruct regarding lab rules (i.e. in-house procedures) for radioisotope work.</p>			
<p>Permit: The employee/student has been instructed in and has read all the special requirements listed on the permit.</p>			



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Records: Give detailed instructions on record keeping for radioisotopes.			
Spills: Instruct on the appropriate measures to take in case of a radioactive spill or exposure			
Disposal: Instruct in the safe handling and disposal of radioisotopes. http://www.safety.queensu.ca/hazwaste			
Biohazard Laboratory Training			
The employee/student may not work unsupervised with biohazardous materials until they have completed the requirements below.			
Biosafety Manual: Read the Queen's Biosafety Manual http://www.safety.queensu.ca/biocom/manual/bioman.pdf			
Queen's Biosafety Certification: Complete quiz or other training required http://www.safety.queensu.ca/courses			
Lab Specific Training: Obtain instruction regarding lab rules, lab-specific procedures and any inventory records required for biohazards.			



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<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>			
<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>			



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<p>Disposal: Instruct in the safe handling and disposal of biohazardous waste.</p> <p>http://www.safety.queensu.ca/hazwaste</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: Be listed as an authorized user on the supervisor's biohazard permit.</p>			
Other Department Specific Orientation Completed			



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TRAINING

List ALL formal training the employee/student has completed or requires 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				
Biohazard				
First Aid				
CPR				
Transportation of Dangerous Goods				
Boating Safety				

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 the Departmental Safety Officer.