

## Lab Employee Orientation Checklist

<b>Employee's Name:</b>	
<b>ID #</b>	
<b>Job Title:</b>	
<b>Hours/week:</b>	
<b>Department:</b>	
<b>Supervisor:</b>	
<b>Start Date:</b>	
<b>End Date:</b>	

### EMERGENCY PROCEDURES AND SECURITY

- Life Sciences doors are open from \_\_\_\_\_
- Card/key access
- Fire response procedures
- Orientation to emergency numbers, emergency procedures, Dial 88
- Review -evacuation route (identification of post emergency meeting area)  
-fire alarm, fire extinguisher, fire blanket locations

### DRESS CODE

- NO OPEN TOED SHOES IN THE LAB AREAS
- NO lab coats outside of the labs
- NO GLOVES outside of the lab
- Hang lab coats on the racks provided and wash your hands before leaving the lab
- Know the Biology Department Lab coat laundering procedures
- All lab coats are laundered here, do not take them home.
- Biohazard contaminated lab coats should be autoclaved before sending to laundry

### LAB AREAS

- NO FOOD OR DRINK IN LAB AREAS**
- Safety training completed before work begins in lab area (see staff training record)
- Fill out Job Hazardous Analysis form for your work and review with your supervisor

### SAFETY EQUIPMENT (if applicable)

Review function and location of each of the following (as appropriate for your duties):

- spill kits
- eye wash
- Showers
- First aid kit and contact
- Flammable cabinet
- Vented chemical cupboard
- MSDS info – where to locate

### EMERGENCY CONTACTS

- Emergency phone numbers (should be by every phone)
- Add their phone info to the list
- Discuss working alone policy – sign signature page

**FUME HOODS/FLAMMABLE CABINETS** (if applicable)

- Review handling and operating instructions and waste disposal of flammables and other solvents

**CHEMICAL & BIO WASTE** (if applicable)

Review:

- Content – recycling bins, regular waste bins, bio-waste boxes with yellow bags.  
 Read the waste legends that are posted in the labs and in waste rooms.  
 Review disposal of needles and sharps.

**BIOSAFETY PROTOCOLS** (if applicable)

- Review procedures and equipment  
 Review safety procedures for aseptic techniques

**COLD ROOMS/HOT ROOM** (if applicable)

- Maintain temp of 4C/37C  
 No cardboard boxes

**EQUIPMENT ROOMS** (if applicable)

- Review major equipment list  
 Trained staff should train on specific equipment and keep record

**RADIOACTIVE HANDLING** (if applicable)

- Health Physics training followed by site specific training necessary

**FREEZER(S)** (if applicable)

- Keep locked  
 Review LN<sub>2</sub> (Liquid Nitrogen) handling

**GENERAL**

- Review sharing of lab equipment, supplies, restocking arrangements for each area.