# Lab Employee Orientation Checklist

<table>
<thead>
<tr>
<th>Employee’s Name:</th>
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<tbody>
<tr>
<td>ID #</td>
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<table>
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<tr>
<th>Job Title:</th>
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<td>Hours/week:</td>
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<table>
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<th>Department:</th>
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<td>Supervisor:</td>
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<table>
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<th>Start Date:</th>
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<td>End Date:</td>
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## 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 LN₂ (Liquid Nitrogen) handling

GENERAL

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