



New Employee/Student Safety Orientation Checklist

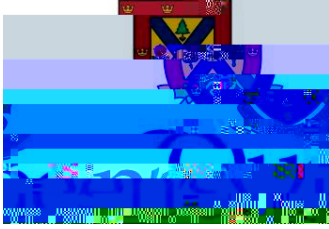
Employee		Staff / Student #	
Supervisor		Phone	
Safety Officer		Phone	
Trainer		Phone	

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, Biosafety, Radiation Safety, First Aid, and 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: www.queensu.ca/risk/safety

Please initial when completed, if the section is not applicable to your worksite enter N/A.



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Topic	Initials (trainer)	Initials (employee /student)	Comments
<p>Responding to Emergencies: Review the booklet ><i>Your Guide to Responding to Emergencies</i>- available at https://www.queensu.ca/risk/security/emergency-response-procedures</p>			

Individual Workplace Emergency

Response Plans:

Does the employee need an individual workplace emergency response plan due to a disability?

For information see Human Resources intranet page

<http://www.queensu.ca/humanresources>



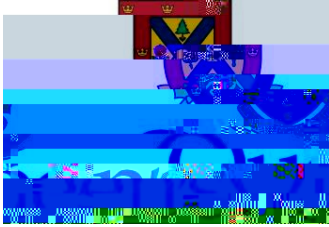
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<p>Warning Signs/Labels: Discuss the meaning of all warning signs and labels used in the work area</p>			
<p>Personal Protective Equipment: Explain the care and use of all PPE and when it is required to wear PPE.</p>			
<p>Safety Committee: Discuss role of Safety Committee and membership of Committee.</p>			
<p>Safety Bulletin Board: Point out the Department's 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>			



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<p>Food and Drink: Discuss Queen's and Departments policies. Point out areas where food and drink may be consumed.</p>			
<p>Ladder Safety: Discuss Queen's policy for ladders and step stools.</p>			
<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 "<i>Lone Worker</i>" program. 			
<p>Physical Requirements: Discuss all physical requirements of the job (lifting, climbing etc.)</p>			
<p>General and Chemical Laboratory Safety</p>			
<p>Environmental Safety & Security Lab doors must be closed at all times and locked when the lab is unoccupied.</p>			



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Safety Shower/Eyewash:

Show the location of the eyewash and safety shower and how to operate each them.

DO NOT pull the handle of the safety shower during this orientation. 16 0 T0 0 14.04 72.84 56 11.0



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Handling Reagents:

Given\ clear instructions regarding the lab rules (i.e. in-house procedures) for handling



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Chemical Storage Procedure 5(u)2(u pf4 98504pe)-6(o)6(yo)]TJ 3.26 0 Td N2)Tjm. [932 f.î¼\ä \â



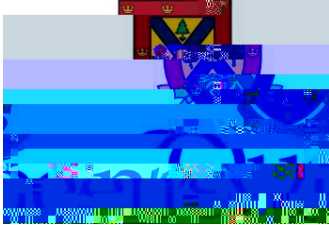
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<p>CHEMFFX: All SDSs are now on-line. Visit https://www.queensu.ca/risk/safety/chemical to complete training and link to CHEMFFX</p> <p>NOTE: If SDS is missing or out of date contact Ben Feigen at ben.feigen@queensu.ca</p>			
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<p>VERTERE: Discuss the Queen’s Inventory programme. Go through Vertere website https://apps.hechmet.ca/Login.aspx</p> <p>If necessary add new employee/student to the Vertere Inventory Management System. (Contact Ben Feigen at ben.feigen@queensu.ca)</p>			
<p>Radiation Laboratory Safety</p>			
<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 www.queensu.ca/risk/safety/resource-index</p>			
<p>Security: Instructed in the security requirements regarding radioactive material and the requirement to report any breaches in security</p>			



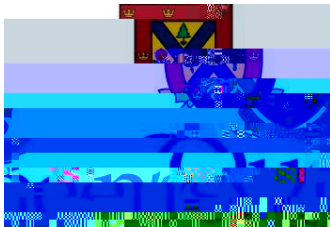
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Authorized User:

The employee/student has been listed as an authorized user on the supervisor's radioisotope permit.

They may not work unsupervised with radioactive materials until they have

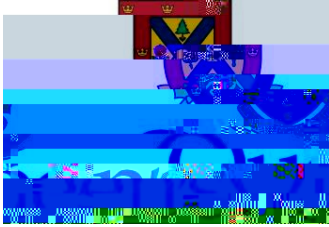


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<p>Lab Specific Training: Clearly instruct regarding lab rules (i.e. in-house procedures) for radioisotope work.</p>			
<p>Permit: The employee/student has been instructed in and has read all the special requirements listed on the permit.</p>			
<p>Records: Give detailed instructions on record keeping for radioisotopes.</p>			
<p>Spills: Instruct on the appropriate measures to take in case of a radioactive spill or exposure</p>			
<p>Disposal: Instruct in the safe handling and disposal of radioisotopes. https://www.queensu.ca/risk/safety/chemical</p>			



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TRAINING

List ALL formal training the employee/student has completed or requires to do his/her work.