





New Employee/Student Safety Orientation Checklist



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Topic



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Topic	Initials (trainer)	Initials (employee /student)	Comments
<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 www.queensu.ca/risk/resource-index SOP-HAZMAT-01</p>			
<p>Chemical Disposal: Instruct in the safe handling and disposal of dangerous substances (e.g. acids, phenol, formalin, etc.) www.queensu.ca/risk/safety/waste-disposal</p>			



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Chemical Storage Procedures

Instruct on the proper segregation and storage of chemicals and flammable materials in the laboratory.



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VERTERE:

Discuss the Inventory programme. Go through Vertere website

<https://jr.chemwatch.net/chemwatch.web/account/login?ReturnUrl=%2fchemwatch.web%2fhome>

If necessary add new employ



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<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 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>			



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<p>Immunization: Obtain any recommended immunizations or serum titre testing. Walsh and Associates is the Occupational Health Services provider for research personnel at KGH. They can provide this service. Charges will be billed back to your supervisor. Occupational Health Services Walsh and Associates(4).pdf (queensu.ca)</p>			
<p>Exposure Response: Know the emergency first aid for a biohazard exposure and the location of KGH Emergency. If you need advice about whether or not you need to go to Emergency, during business hours you may phone Walsh and Associates the Occupational Health Services provider for research personnel at KGH (at their Belleville number 613-966-4114 Occupational Health Services Walsh and Associates(4).pdf (queensu.ca)</p>			
<p>Decontamination: Know the decontamination procedures associated with various techniques using biohazardous material.</p>			
<p>Disposal: Instructed in the safe handling and disposal of biohazardous waste. Waste Disposal Office of Risk and Safety Services (queensu.ca)</p>			



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