**Workplace Safety Orientation & Training Needs Assessment & Record**

**Laboratory Guide**

**Faculty of Land and Food Systems**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position:

[ ]  Volunteer

[ ]  Undergraduate

[ ]  Visiting Faculty/Student

[ ]  Graduate Student

[ ]  Postdoctoral Fellow

[ ]  Faculty Member

[ ]  Laboratory Assistant

[ ]  Research Assistant

[ ]  Lab Manager

[ ]  Research Associate

[ ]  Staff

[ ]  Other:

Supervisor:

 Name: Phone#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As a new member in the Faculty of Land and Food Systems, you must be provided sufficient information to safely work in our facilities. Please make sure you have already read and signed off the LFS General Guide – a comprehensive document that reviews UBC health and safety policies and procedures for all UBC workers.

This Lab Guide serves to supplement the LFS General Guide for students, staff and faculty that will be working in a laboratory setting. All sections in this guide must be read and signed off by both the individual and his/her supervisor or principal investigator (PI) prior to gaining access to any laboratory areas and the respective keys/security access code(s).

1. **New Lab Member Orientation Checklist**

[ ]  Know where the emergency procedures (fire, earthquake, etc.) are posted in

 the laboratory

[ ]  Familiar with the location of nearest fire alarms, fire extinguisher, emergency

 exits, and muster station

[ ]  Know the location of first responder phone numbers (e.g. Hospital, Security

 and First Aid)

[ ]  Have access to Safety Data Sheet (SDS) information

 <https://my.landfood.ubc.ca/new-to-lfs/lab-safety/#ChemicalUsage>

[ ]  Know the location of the spill containment kits and cart and receive

 demonstration for use of the kit

[ ]  Know the location of nearest emergency shower and eye wash station

[ ]  Have access to a copy of facility safety manual (e.g. BERP, equipment SOPs,

 etc.)

[ ]  Briefed on Waste Disposal procedures including recycling program

 [https://srs.ubc.ca/environment/hazardous-waste-management/hazardous- waste-disposal-guide/](https://srs.ubc.ca/environment/hazardous-waste-management/hazardous-%20%20%20waste-disposal-guide/)

<https://buildingoperations.ubc.ca/business-units/municipal/waste-management/waste-pick-up>

<https://sustain.ubc.ca/get-involved/campaigns/sort-it-out>

[ ]  Assess additional laboratory training needs and register for upcoming Health,

 Safety & Environment sessions

 <https://srs.ubc.ca/training-and-general-education-courses/research-safety-training-courses/>

[ ]  Have access to the chemical safety manual, biosafety manual,

 radiation safety manual

<https://riskmanagement.sites.olt.ubc.ca/files/2017/12/Chemical-Safety-Manual_2017.pdf>

<https://riskmanagement.sites.olt.ubc.ca/files/2015/09/Biosafety-Manual-2012.pdf>

https://riskmanagement.sites.olt.ubc.ca/files/2015/09/Radiation-Reference-Manual-2011-1.pdf#page=47

[ ]  Briefed on experimental animal user training

<https://animalcare.ubc.ca/>

[ ]  Briefed on need for Personal Protective Equipment

<https://srs.ubc.ca/health-safety/research-safety/general-lab-safety/>

[ ]  Be respectful of shared space and equipment and keep your work area clean

 and tidy

1. **Information Regarding Working Alone In a Laboratory**

<https://srs.ubc.ca/health-safety/safety-programs/personal-safety/6969-2/>

Individuals are not permitted to work alone unless they have completed the required training courses. The following guidelines will be applied if a worker must work alone after hours (evenings and weekends) in a laboratory:

[ ]  No working in labs after hours without pre-clearance from your supervisor

 and the supervisor of a given lab (if they are different)

[ ]  Minimize working with hazardous chemicals in the lab after hours

[ ]  Worker must set up a buddy system for non-hazardous lab work, so that

 someone else is working or studying in the lab if evening or weekend work is

 required.

[ ]  Have a contact number of a research colleague or friend readily available.

[ ]  Keep the lab door closed and locked

[ ]  Call campus security in case of an emergency

[ ]  Be aware of all hazards in the lab

**Please make sure you know the Muster Location of your building in case of emergency!!**

After reading through the above, meet with your supervisor or PI to discuss any points that are unclear. If necessary, consult with a member of the LST.

<https://my.landfood.ubc.ca/operations/health-safety/>

1. **Hazard and Equipment Assessment**

Together with your supervisor, please identify which of the following will apply to your job/project/thesis and **check all that apply**.

1. **Hazardous Material Types Used**

[ ]  Chemicals

[ ]  Animals

[ ]  Biologicals – RG1

[ ]  Biologicals – RG2

[ ]  Biologicals – Clinical specimens

[ ]  Radioisotopes

[ ]  Nanoparticles

[ ]  Other:

1. **Equipment Used**

[ ]  Fume hood

[ ]  Biological Safety Cabinet

[ ]  Laminar Flow/Clean Air Bench

[ ]  Liquid N2 Storage

[ ]  UV transilluminator

[ ]  Dark room equipment

[ ]  Scintillation Counter

[ ]  Fluorescence-Activated Cell

 Sorting

[ ]  Cell harvester

[ ]  Autoclave

[ ]  Cryostat

[ ]  Centrifuge

[ ]  Ultracentrifuge

[ ]  Electrophoresis

[ ]  LASERS

[ ]  NMR

[ ]  Mass Spectrometer

[ ]  X-ray Generating Equipment

[ ]  Rotary Evaporators

[ ]  Lyophilizers (freeze dryers)

[ ]  Silicone baths

[ ]  Sonicators

[ ]  Homogenizers/blenders

[ ]  Compressed gas regulators

[ ]  Drying oven

[ ]  Muffle furnace

[ ]  Acid bath

[ ]  Distilled water unit

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Personal Protective Equipment Required beyond the minimum**

[ ]  Gloves

[ ]  Face Shield

[ ]  Splash Goggles

[ ]  N95 Respirator

[ ]  Half-mask Respirator

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Risk Management Services Courses**

After identifying the equipment and hazardous material types to be used in your job/project/thesis, please identify, together with your supervisor or PI, all the additional laboratory training courses required prior to beginning your job/project/thesis.

Job Specific (Please check all that apply) – all the completion certificates should be uploaded to <https://training-report.landfood.ubc.ca> .

1. **General**

<https://srs.ubc.ca/training-and-general-education-courses/research-safety-training-courses/>

[ ]  Introduction to Lab Safety Course

[ ]  Chemical Safety Course

[ ]  Biological Safety Course

[ ]  Radioisotope Safety Course

[ ]  Laser Safety Course

[ ]  Transportation of Dangerous Goods

 Class 7 (Radioactivity) Receiving

 Course

[ ]  Transportation of Dangerous Goods

 Class 6.2 (Biological materials)

 Shipping Course

[ ]  WHMIS Course

[ ]  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Research Ethics course**

<https://ethics.research.ubc.ca/education-training/online-tutorials-training>

[ ]  Tri-Council Policy Statement (TCPS2)

[ ]  Social Sciences Ethics Training

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Animal Care Courses**

<https://animalcare.ubc.ca/training>

[ ]  Introduction to working with Rodents in Research

[ ]  Rodent Restraint and SC/IP Injections

[ ]  Introduction to Anesthesia of the Laboratory Rodent

[ ]  Introduction to Aseptic Techniques In Rodent Surgery

[ ]  Rodent Oral Gavage

[ ]  Rodent Tail Vein Injection

1. **Standard Operating Procedures**

In addition to the training courses listed above, you must receive training before carrying out a procedure or using specific equipment. Use the following form to record all the training you have received from your supervisor or senior laboratory technician/member. Attach more pages if needed.

Relevant SOPs should be read by the trainee and then the procedure witnessed by a trainer.

Trainee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| SOP# | Description | Read by trainee | Proficiency Witnessed |
| Initial | Date | Initial | Date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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[ ]  I understand the items that were discussed on this form, the basics of working safely, and the specific safety requirements that must be followed to work in the lab (Please specify rooms # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)

[ ]  I understand that The LFS General Guide (<https://my.landfood.ubc.ca/new-to-lfs/>) must be read and signed off, in addition to this form.

[ ]  I understand that I have to continue to update Section E – Standard Operation Procedures as I receive training on addition protocols and equipment, and the document should be available in the lab(s).

**New lab member:**

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Supervisor/Designate:**

Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Upon completion of this form, please upload all training completion certificates in Section D, as well as an electronic version of this signed form to** <https://training-report.landfood.ubc.ca>**.**