**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 Laboratory Safety

Chemical Safety Course

Biosafety for Permit Holder

Biosafety for Study Team Members

General Radiation Safety for Authorized Users

Radiation Safety for Sealed Source Authorized Users

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

Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

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>**.**