

Name:

Student/Employee #:

**Every individual in a research laboratory must receive training to ensure their own personal safety as well as the safety of everyone in the workplace. This form should be kept by the Principal Investigator as a proof of training record.**

**Section 1: Safety Awareness Training**

Queen's University Health and Safety Awareness Training    Date Completed:

**Please attach proof of completion to this form.**

(<http://www.safety.queensu.ca/orient.htm>)

**Section 2: Basic Laboratory Safety**

**The individual has been shown the location and how to use the:**

- fire alarm
- fire exits
- fire extinguisher (always activate alarm first)
- eyewash
- safety shower
- first aid kit
- chemical spill kit and chemical spill response card
- Standard Operating Procedures (SOP) web site (<http://www.safety.queensu.ca/pol.htm>) and pertinent SOP's
- MSDS (ChemFFX) web site (<http://www.safety.queensu.ca/chemffx>)
- Biohazard Emergency Plan
- laboratory gas shut off valve

**The individual understands and will comply with the following rules:**

- Eating, drinking smoking or the application of makeup in laboratories is strictly prohibited.
- When the general evacuation alarm sounds, suspend or terminate your work in a safe manner. Close the door to the lab and leave the building by a designated exit. Do not use the elevator. When outside, keep away from the building.
- Long and loose hair must be tied back.
- Wear a lab coat in the laboratory. Remove it before entering the cafeteria or any other areas used for the handling or consumption of food.
- Wear protective safety glasses when carrying out procedures that can potentially cause eye injury or damage.
- Appropriate shoes must cover and protect the entire foot (toes, heels and top of foot). Shoe materials, including soles and uppers, must be compatible with the laboratory environment, the materials handled and the tasks performed.
- Disposable gloves must not be worn on both hands outside the lab. One glove can be worn to carry hazardous material but the ungloved hand must be used to open doors, operate instruments etc.
- Lab doors must be kept closed at all times and be locked when the lab is unoccupied.
- Bunsen burners, hot plates and water baths must be shut off when unattended or not in use.
- Gas cylinders must always be secured with a safety strap.
- Flammable organic solvents can never be stored in regular refrigerators, freezers or cold rooms. Only an explosion proof refrigerator can be used for this purpose.
- Laboratory materials and animals can only be transported on the freight elevator.

- Immediately report all accidents to your supervisor, your area's associate safety officer, the department's safety officer
- at 533-2454 or the Environmental Health & Safety Department at 533-2999, regardless of how minor or whether injured.
  - When warranted seek medical attention immediately for an accident related injury or illness.
  - Report unsafe conditions or acts to the supervisor or safety officer. Take responsibility for correcting unsafe conditions when feasible (eg. remove tripping hazard)

**The individual has received instruction for proper method of disposal and spill response for:**

- Wet, dry and mixed bio-hazardous material
- Bio-hazardous sharps (including Pasteur pipettes)
- Chemicals
- Radioactive material
- Sharps
- Ethidium bromide gels
- Other:

**Section 3: Training**

**A) Required Items Review:**

- WHMIS Date Completed:
- the booklet "Guide to Responding to Emergencies" available at <http://www.queensu.ca/security/emergency/emergency-booklet.pdf>
- the University Biohazard Safety Manual (<http://www.safety.queensu.ca/biocom/manual/bioman.pdf>) and
- lab or project specific biohazard training.
- protocols followed in the event of accidental ingestion, inhalation, topical exposure or skin penetration of biological or chemical substances.  
appropriate use and fitting of personal protective equipment (PPE); check off applicable type:
  - Gloves (types)
  - Lab coat/gown
  - Safety glasses/goggles/face shield
  - Masks/respirators: **must be fit tested by Environmental Health & Safety.**
- resources and responsibilities for working alone after hours (<http://www.queensu.ca/security/services.html#lone>)

**B) Items When Applicable:**

- Radioisotope safety course given by EH&S Date Completed:
- TDG (Transport of Dangerous Goods), required if an individual packs, ships specimens or samples to a location off campus;  
Date Completed:

**C) Equipment/Instrumentation Usage When Applicable:**

- Biological safety cabinet(s)
- High or ultra speed centrifuge, training by department's designated trainer (call 32495 for info.)
- Autoclave training by the department's designated trainer (call 32454 or 33052 for info.)
- Other:

- Other:
- Other:

**D) Research group or laboratory specific training:**

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**THE UNIVERSAL RULE**

**When you are unsure about something - a technique, a piece of equipment, a safety issue, a disposal problem ... anything at all ... ask a staff member!**

Trained Individual:	<input type="text"/>	Signature: _____
Principal Investigator (P.I.):	<input type="text"/>	Signature: _____
Date:	<input type="text"/>	