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

**Laboratory Guide**

**Faculty of Land and Food Systems**

User Name: Click or tap here to enter text.

User Email Address: Click or tap here to enter text.

Program Director/Faculty Supervisor (Omit if you are a faculty member):

 Name:Click or tap here to enter text.

 Phone# Click or tap here to enter text.

 Email address: Click or tap here to enter text.

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://intranet.landfood.ubc.ca/lfs-intranet/onboarding/lab/#chemical>

[ ]  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.). Please find the BERP for the building under the respective Local Safety Teams. <https://intranet.landfood.ubc.ca/lfs-intranet/operations/health-and-safety/>

[ ]  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, if applicable

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

[ ]  Briefed on needs 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

 [ ]  Worker is encouraged to install the UBC Safe Vancouver App. For more

 details, please see <https://srs.ubc.ca/health-safety/ubc-safe-vancouver-app/>

**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://intranet.landfood.ubc.ca/lfs-intranet/operations/health-and-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 🡪 [**Chemical Safety Course**](https://wpl.ubc.ca/browse/srs/rsc/courses/wpl-srs-chem)

[ ]  Biologicals – RG1 🡪 [**Biosafety for Permit Holders**](https://wpl.ubc.ca/browse/srs/rsc/courses/wpl-srs-bioper) or [**Biosafety for Study Team Members**](https://wpl.ubc.ca/browse/srs/rsc/courses/wpl-srs-biosaf)

[ ]  Biologicals – RG2 🡪 [**Biosafety for Permit Holders**](https://wpl.ubc.ca/browse/srs/rsc/courses/wpl-srs-bioper) or [**Biosafety for Study Team Members**](https://wpl.ubc.ca/browse/srs/rsc/courses/wpl-srs-biosaf)

[ ]  Biologicals – Clinical specimens 🡪 [**Biosafety for Permit Holders**](https://wpl.ubc.ca/browse/srs/rsc/courses/wpl-srs-bioper) or [**Biosafety for Study Team Members**](https://wpl.ubc.ca/browse/srs/rsc/courses/wpl-srs-biosaf)

[ ]  Animals 🡪 [**CCAC Experimental Animal User Training Program**](https://animalcare.ubc.ca/training/ccac-online-ethics)**or**

[**ACS Online & Lab Rodent Courses**](https://animalcare.ubc.ca/training/acs-online-lab-rodent-courses)

[ ]  Radioisotopes 🡪 [**Radiation and X-ray Safety Course**](https://srs.ubc.ca/training/research-safety-training-courses/radiation-and-x-ray-safety-training/)

[ ]  Nanoparticles 🡪 [**Chemical Safety Course**](https://wpl.ubc.ca/browse/srs/rsc/courses/wpl-srs-chem)

[ ]  Other: Click or tap here to enter text.

1. **Equipment**

For **LFS equipment**, please ensure you read the Standard Operating Procedures and obtain proper in person training prior to using them.

For **instruments in your research area**, please arrange with a senior researcher for proper training.

For **equipment in other PIs’ areas**, you must obtain permission from the specific PI, obtain appropriate training, before using their instrument(s).

 If you have any questions/concerns, please email lfs.facilities@ubc.ca.

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

**If you require the use of additional PPEs, please ensure you discuss with your PI. For further assistance, you can contact your local safety teams (**[**https://intranet.landfood.ubc.ca/lfs-intranet/operations/health-and-safety/**](https://intranet.landfood.ubc.ca/lfs-intranet/operations/health-and-safety/)**).**

[ ]  Gloves

[ ]  Face Shield

[ ]  Splash Goggles

[ ]  N95 Respirator

[ ]  Half-mask Respirator

[ ]  Others: Click or tap here to enter text.

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[ ]  I understand the items that were discussed on this lab guide, the basics of working safely, and the specific safety requirements that must be followed to work in the lab (Please specify building/rooms #Click or tap here to enter text.)

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

[ ]  I understand that I must receive proper training prior to using any equipment and if I have any questions, I can email lfs.facilities@ubc.ca.

**New lab member:**

Name (print): Click or tap here to enter text.

Signature:

Date: Click or tap to enter a date.

**Program Director/Faculty Supervisor:**

Name (print): Click or tap here to enter text.

Signature:

Date: Click or tap to enter a date.

**Upon completion of this form, please upload an electronic version of this signed form to** <https://training-report.landfood.ubc.ca>**.**