

Orientation for Laboratory Personnel

Please return the completed form to your departmental secretary. If you have any questions contact the Health, Safety and Risk Manager at ext. 6425 or the Health Safety and Risk Assistant at ext. 4202.

1. The University of Ottawa Emergency number is **5411**.
2. The fire extinguisher is mounted _____. In case of fire activate the building fire alarm system, by pulling the nearest fire alarm pull station - in hallway _____. Telephone **5411** and give name, telephone number, location and nature of the fire.
3. An emergency response plan showing the escape routes from the laboratory is located _____. (Workers in the laboratories need to know the nearest and secondary escape routes from the laboratory.)
4. The First Aid kit is located _____.
5. Safety showers are located _____.
6. An emergency eyewash station is located _____. Eyes must be rinsed for a minimum of 15 minutes if any chemical, biohazard, or radioactive materials get into your eyes.
7. **All incidents must be reported to the Principle Investigator (PI) as well as Occupational Health and Safety Officer. Accident report forms are located in _____.**
8. The laboratory Safety Manual is located _____.
9. Emergency response procedures for fire, chemical hazard, biohazard spills, and radioactive spills are in the laboratory Safety Manual. Read them in advance!
10. Procedures for working alone are in the laboratory Safety Manual.
11. Be familiar with the safe operation of laboratory equipment before you use them. The operating Manuals of your laboratory equipment are located _____.
12. Biohazard, WHMIS and Radiation handbooks are available and are located in _____. You must read them if you are using materials pertinent to your research.
13. Material safety data sheets (MSDS) can be obtained from _____. Be familiar with the MSDS for all the hazardous materials you will work with before using the materials.
14. If emergency treatment is required, take the appropriate MSDS with you to the doctor's office.

