Faculty of Health Sciences Health And Safety Orientation Checklist
Laboratory Environment

<table>
<thead>
<tr>
<th>Building:</th>
<th>Room Number:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Start Date:</td>
<td></td>
</tr>
<tr>
<td>Work Assignment:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisor:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Work Area Orientation**

- Show immediate work area(s)
- Introduce to staff in the work area
- Identify location of amenities
- Indicate location of safety board and process to contact a JHSC member
- Show individual posted copies of workplace Inspections

**Health Safety & Injury Management**

- Review the Hazard/Incident Reporting and Investigation Procedure and show form on the FHS Safety Office web site
  [http://fhs.mcmaster.ca/safetyoffice/incident_reporting.html](http://fhs.mcmaster.ca/safetyoffice/incident_reporting.html)
- Review the McMaster University Workplace Environmental Health and Safety Policy (RMM100)
  [http://www.workingatmcmaster.ca/rmm/](http://www.workingatmcmaster.ca/rmm/)
- Review the applicable training link on the FHS Safety Office web site
  [http://fhs.mcmaster.ca/safetyoffice/index.html](http://fhs.mcmaster.ca/safetyoffice/index.html)
- Complete a job hazard analysis for the individual. Find the pdf on the link below.
  [https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/](https://hr.mcmaster.ca/employees/health_safety_well-being/our-safety/)
- Identify the hazards present in the workplace
- Review the SOPs to be followed based on the tasks to be completed. Have individual sign off as local training is completed.
- Review the working alone procedure for the area. Have individual sign off if applicable.
- Advise how access to MSDS sheets occurs as applicable
- Review Personal Protective Equipment (PPE) for tasks to be completed (training pages)
- Review location of safety equipment as Applicable (shower, eye wash, etc.)

**Emergency & First Aid Procedures**

- Orient individual to the emergency contact number applicable for their location
- Review the Emergency evacuation procedures.
- Show location of fire extinguishers and pull stations
- Show emergency exit areas – provide meeting location for evacuation
- Provide location for first aid kit
- Identify first aid provider
- Review Emergency Code response (if applicable)

**Follow-Up (after a week)**

- Confirm required safety training has been completed in MOSAIC system
- Confirm work station has been set up to meet the ergonomic needs of the worker
- Answer any questions the worker may have about the space, procedures or tasks in the area.

**Retain this completed checklist locally (Either in hard copy or filed electronically)**

<table>
<thead>
<tr>
<th>Supervisor Signature:</th>
<th>Employee Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Name:</td>
<td>Employee Name:</td>
</tr>
<tr>
<td>Date:</td>
<td>Date:</td>
</tr>
</tbody>
</table>