

**For graduate students, please complete this document with your supervisor and attach it to the overall study plan**

### Laboratory OHS Orientation

IDENTIFICATION OF THE NEWCOMER	
NAME:	
EMAIL:	
PHONE: (home)	(cell):
RESEARCH SUPERVISOR:	

**The health and safety orientation document must be completed before starting work in the laboratory.**

**All this information must have been given to you by your research director:**

- Emergency contact numbers: **911 (from an internal phone) or 819 376-5050 (from a cell phone);**
- Location and use of the nearest eyewash station and safety shower;
- First Aid Kit Location;
- The location of the fire extinguisher and its instructions ([video](#));
- The 3 alarm signals: Evacuate, Barricade yourself, Confine yourself: [www.uqtr.ca/urgences](http://www.uqtr.ca/urgences);
- The location of the nearest assembly point and containment area;
- The importance of reporting any incident or accident: [www.uqtr.ca/formulaireaccident](http://www.uqtr.ca/formulaireaccident).

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**Check the required training according to the risks that are present in the laboratory:**

To register for the required training, visit: [www.uqtr.ca/formationsqmd](http://www.uqtr.ca/formationsqmd)

Title of training	Required (yes or no)	Training completed on (date)
WHMIS Training	√ mandatory	
Laboratory Safety Training	√ mandatory	
Training on the use of the inventory system and production of WHMIS labels	√ mandatory	
Biosafety training		
Training on the safe use of liquid nitrogen		
Gas cylinder safety training ( <i>coming soon</i> )		
Hydrogen Safety Training		
Training in radiation protection		
Training on the transportation of dangerous goods by land		
Other training required, please specify:		

**Training specific to the laboratory** *It is strongly recommended that such specific training or procedures be documented by the research supervisor.*

I have received information on the hazards and safe use associated with the products I will be using

Please specify: \_\_\_\_\_

I have received information on the hazards and safe use associated with the equipment I will be using (e.g., UV, centrifuge, autoclave, chemical hood, etc.)

Please specify: \_\_\_\_\_

I have received information on the hazards and safe use associated with the manipulations, processes I will perform.

Please specify: \_\_\_\_\_

I have received information on specific emergency procedures

Please specify: \_\_\_\_\_

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**Personal protective equipment required according to the risks involved**

Personal protective equipment	Check if required
Lab coat	√ mandatory
Safety glasses	√ mandatory
Long pants	√ mandatory
Closed shoes	√ mandatory
<b>Respiratory protection</b> <i>Contact <a href="mailto:gmd@uqtr.ca">gmd@uqtr.ca</a> for more information</i> <input type="checkbox"/> Dust mask <input type="checkbox"/> N95 Mask <input type="checkbox"/> Cartridge mask Task(s) requiring respiratory protection: _____	
<b>Hearing protection</b> <i>Contact <a href="mailto:gmd@uqtr.ca">gmd@uqtr.ca</a> for more information</i> <input type="checkbox"/> Ear plugs <input type="checkbox"/> Hearing protection shells Task(s) requiring hearing protection: _____	
<b>Other PPE required, please specify:</b> _____	

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## Instructions

- Complete the mandatory trainings identified in this form.
- Be aware of, and comply with institutional safe work policies, programs and procedures and directives communicated by the supervisor.
- Know the hazards associated with the use of hazardous materials, a process or equipment, learn the proper methods for handling, storing, transporting and disposing of them.
- Take the necessary measures to protect their health, safety or physical integrity and those of others.
- Identify dangerous situations and hazards in your workplace or study, and notify your supervisor.
- Report any incident, accident, spill, theft or loss of hazardous materials to your supervisor immediately.
- Comply with the prescribed dress code in the laboratory, i.e., wear long pants and closed shoes.
- Wear a lab coat and safety glasses at all times in the laboratory, as well as any other personal protective equipment required for the task being performed.
- Prioritize working during UQTR business hours. Outside of these hours, work with a colleague or apply the UQTR procedure for working in an isolated location.
- Do not work when your condition poses a risk to your health or the health of others, particularly in case of impairment by drugs or alcohol, or any other personal situation.

**I hereby agree to abide by the safety instructions, failing which my access to the laboratory may be withdrawn.**

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Signature of the newcomer

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Signature of the research supervisor

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Date