



2. Lab Orientation

BACKGROUND

Every person entering a lab should be aware of the hazards contained within. For each individual listed below, at minimum, cover the topics listed during a lab orientation and document it on page 2.

VISITOR ORIENTATION

For who?

Visitors to a lab to see a process, for a tour or to repair a piece of equipment. No hands-on experimentation and continuous supervision.

Topics

1. Overview the research conducted in the lab. Highlight major hazards, their location and how individuals can protect themselves. (e.g. biohazardous materials, flammable chemicals, toxic chemicals, UV lights, loud sounds).
2. Detail actions for visitors to take if there is an emergency in the building and lab. Include emergency exit routes and alternate routes.
3. Inform visitors of Campus Emergency phone numbers (78111 or 205-807-8111) to obtain first aid at any time on campus.
4. Review the general safety rules and ensure that visitors follow them.
5. Show visitors the various safety posters and the Red Emergency Flip Chart and provide them time to review.
6. Contractors should also go through the contractor orientation for work on the Okanagan campus.

NEW RESEARCHER, STUDENT OR OTHER LAB USER

For who?

Anyone who will be participating in or performing experimentation in the laboratory.

Topics

1. Review the topics covered in the Visitor Orientation
2. Overview the General Lab Safety Policies and Procedures in the lab guidebook.
3. Read and understand the Laboratory Guidebook sections 1-3. Users should know the contents of sections 4-6.
4. Review the UBC Health and Safety Policy (SC1) with extra emphasis on the responsibilities of the supervisor and the employee.
5. Review the WorkSafeBC "Right to Refuse Unsafe Work"
6. The following should also be covered in this orientation:
 - a. Lab specific procedures: i.e. dishwashing, making solutions or standards, repeated tasks, use of sharps, unattended operations, SDS location, inventories...
 - b. Waste handling and storage: i.e. hazardous waste, recycling, refuse...
 - c. Hazard location: i.e. location of chemicals, biologicals, LASERs, radioisotopes



- d. Personal Protective Equipment (PPE) required and appropriate lab dress: i.e. long pants, hair tied back, gloves, glasses, goggles...
- e. Safety related equipment location and use: i.e. fume hoods, biological safety cabinets, fire extinguishers, face shield, specialty gloves...
- f. Working alone policy and application in the lab
- g. Further required safety training: i.e. Chemical Safety, Biosafety, Radioisotope Safety...
- h. Reporting Requirements: i.e. accident / incident, illness, spills...
- i. Lab Emergency Procedures: i.e. Spills, Run-Hide-Fight...



LAB ORIENTATION RECORD

By signing below, you are indicating that you have received the laboratory orientation as outlined on the previous page.

Date	Trainer Name	Trainee Name	Trainee Signature