



Department of Mechanical Engineering Lab Safety Orientation Checklist

Employee Name (Print) _____	Date _____
Employee/Student Number _____	Office Location _____
Phone Number _____	Supervisor Name _____
Email Address _____	Lab Name _____
	Lab Room Number _____

General Safety

- Working safely is a fundamental part of my job.
- I must have my supervisor's permission before attempting any task which could be unsafe.
- I must be trained before undertaking any task which could be dangerous.
- I have the right to refuse to do any task which I feel is unsafe. This is the law!
- I am responsible for doing my best to maintain this area as a clean and safe environment.
- I have passed the Online Safety Quiz.
- I know where to view the Online Safety Manual.

Emergency Response

- Where are the emergency procedures located? _____
- Where are the emergency contact phone numbers? _____
- Where are the nearest fire extinguishers? _____
- Where are the nearest fire exits? _____
- Where are the nearest manual pull stations? _____
- Where is the evacuation assembly area? _____
- Who is the local fire warden for this area? _____
- I have been informed of the types of emergencies that could occur and the appropriate emergency procedures.

First Aid

- What are the numbers I can call to directly reach emergency first aid assistance on UBC campus?

- Where is the nearest first aid kit? _____
- Where is the nearest eyewash station? _____

Hazards

- I am aware of the local hazards present in the lab area.
- I am aware of the specific hazards associated with my research/work.

Chemical Safety

- I know the proper handling and disposal procedures for the hazardous materials in the lab.
- Is there a MSDS binder, and if so, where is it located? _____
 - How do I access MSDS information online? _____
 - I know the proper procedures regarding MSDS for all new chemicals I introduce to the lab.
- Where is the nearest spill kit? _____
 - I know how to use a spill kit to clean up chemical spills.
- I know the lab policy regarding food and drinks in the presence of hazardous materials.

Personal Protective Equipment (PPE)

- I am aware that I must wear appropriate PPE for all application tasks in the lab.
- Will I need to wear steel-toe footwear in the lab? _____

