

**CHECKLIST FOR EMERGENCY AND SAFETY ORIENTATION
FOR NEW PERSONNEL
(CME-FORM-012)**

Campus: SGW LOYOLA

Student/Staff Name: _____

Student/Staff ID Number: _____

Supervisor: _____

Date: _____

Rules and Policy

- ___ Basic Chemical Rules
- ___ Business Hours / Off Hours
- ___ General Laboratory Rules and Regulations
- ___ Minor Chemical Spill Clean Up
- ___ Procurement of Chemicals
- ___ Transportation of Chemicals

Location of Items in the Lab

- ___ Eyewash Station
- ___ Emergency Shower
- ___ First Aid Kits
- ___ Chemical Spill Kits
- ___ MSDS Folder and Computer
- ___ Hazardous Waste
- ___ Fire Blanket
- ___ Fire Extinguisher
- ___ Chemical Cabinets
- ___ Emergency Exits

Useful Forms

- ___ Prestart Checklist (CME-FORM-011)
- ___ Overnight Unattended Experiment Form (CME-FORM-006)
- ___ Business Hours Unattended Experiment Form (CME-FORM-010)
- ___ Injury / Miss Report (EHS-FORM-042)
- ___ Laser Permit Application Form (EHS-FORM-045)
- ___ Hazardous Waste Profile Form (EHS-FORM-093)
- ___ Hazardous Chemical Waste Disposal Request Form (EHS-FORM-003)
- ___ Safety Orientation Checklist for Laboratories, Studios, & Workshops (EHS-FORM-037)

Useful Documents

- ___ SOP for Minor Chemical Spill (CME-SOP-001)
- ___ General SOP for Experiments (CME-SOP-002)
- ___ CME Laboratory Safety Manual (CME-DOC-001)
- ___ CME Electrical Safety Manual (CME-DOC-002)
- ___ Laboratory Safety Manual (EHS-DOC-001)
- ___ Workplace Labelling Requirement (EHS-DOC-206)

Basic Lab Equipment

- ___ Fumehood
- ___ Autoclave
- ___ Centrifuge
- ___ Hot plate
- ___ Shaker / Incubator
- ___ Ovens
- ___ Vacuum pump
- ___ Gas valve shut off
- ___ Gas cylinders
- ___ Cryogenic liquids
- ___ Sonicators
- ___ Furnaces
- ___ Desiccators
- ___ Lyophilizers
- ___ Microwaves

Electrical Safety

- Electrical shock
- Electrical arching
- Electrical fires

Emergency Contact

- Security
- Facilities Management

Concordia Emergency

- Emergency notification
- Fire prevention
- Travel safety
- Emergency Response Team (CERT)
- Video

I, _____, certify that I have received the *Emergency and Safety Orientation* on the aforementioned topics. However, I must be trained by my supervisor on how to use the *Basic Lab Equipment* and any other necessary laboratory equipment.

Student/Staff Signature

Date