



Laboratory Worker Orientation for Practical Biosafety

As supervisors, Principal Investigators have the responsibility to ensure a safe workplace for themselves and all personnel in the laboratory. This includes the provision of competent supervision and site specific / project specific training. Records of this training must be signed by both the trainer and the trainee and be kept by the supervisor. Good communication and good work practices are essential.

This form is not to be considered “complete” but rather a guide to ensure important areas are covered. Special circumstances may require further site specific training be included. This form must be completed for all new personnel arriving to work in the laboratory. **The term “trainee” refers to any person new to the laboratory, regardless of previous training or work experience (undergraduate or graduate student, staff, faculty, and others).**

Trainee:	
Lab Supervisor:	
Department:	Building and Room No.(s)
Date of Orientation:	

Subject	Informed	N/A
	(Y/N)	
Accident/Incident Reporting – requirement to report, how to report, location of incident report forms		
Aerosols – procedures and equipment that may generate aerosols, ways to minimize production of aerosols and how to contain aerosols that may be generated		
Animal use – if applicable, complete required animal user training		
Autoclaves – Central Services location, procedure for receiving materials, what materials may and what must not be autoclaved		
Biological Agents – agents to be handled in lab, risk of working with the biohazardous material (BHM)		
Biological Safety Cabinets (BSC) – trained on startup procedures, working safely in a BSC, and shut down procedures as well as Emergency shutdown procedure when BSC failure; safe use of UV lights in a BSC; no flame in BSC; certification requirements; decontamination		
Biosafety training – completed, or have alerted the Biosafety Officer of the need for training		
Biosecurity Plan – reviewed security procedures and emergency contact numbers; visitor policy; authorized access; incident reporting; biosecurity plan training completed		
Blood Borne Pathogen (BBP) – measures to minimize exposure; understanding of Universal Precautions, BBP training to be completed; compliance with Medical Surveillance Plan before any work can begin		
Chemical Safety – instructed in the safe storage, handling and disposal of dangerous substances; chemical spill cleanup; how to use a fume hood and for what purposes		
Containment Level – aware of containment level of lab; aware of what is required to obtain and maintain this compliance		
Decontamination – routine lab decontamination SOP; disinfectant(s) used, application and limitations		
Decommissioning – of equipment that could be contaminated before removal from lab. Process and form explained		
Emergency Response – location and proper use of biological spill kit; what to do in case of injury, fire or other emergency, emergency assembly points		
Emergency Safety Equipment – location and procedures for use of eye wash station, emergency shower, fire blanket, fire extinguisher, fire alarm pull station, first aid kit, and emergency contact numbers; knowledge of first aid trained personnel in your area		
Good Microbial Technique – understood and employed		
Hand Washing Policy – Importance of and proper protocol		

Human Pathogens and Toxins Act – aware of legislation and legal responsibilities as well as the UPEI Administrative Oversight Plan		
Inventory – requirements, responsibilities		
Laboratory Biosafety Manual – read and understood		
Liquid nitrogen dewars – frost and cryogenic hazards, required PPE		
Medical Surveillance – aware of medical surveillance plan, participant if working with human samples, human pathogen(s), or potentially infected material; aware of potential routes of infection, symptoms of infection; required reporting of laboratory acquired illness; dangers of working with certain agents if immunosuppressed; all immunizations and/or titre checks required up to date		
Personal Protective Equipment – requirements for lab (including enclosed shoes with low heel, clothing providing full coverage of legs), Lab coat, gloves, and safety eyewear; proper usage and order of donning and doffing; limitations; if respiratory protection required (N95 or canister respirator), fit testing must be completed PPE not to be worn outside of the lab		
PSDS – available for the pathogens in the lab, aware of location and has read all applicable to work in the lab		
Radiation – discuss lab procedures if radioactive substances are used and identify Radiation Safety Officer		
Safety Resources – Biosafety Officer, Health and Safety Manager, local safety working group members		
SDS – location in lab, how to use		
Signage – aware of requirements		
Specific procedures and equipment – SOPs specific to lab, training in specialized equipment (fume hood, BSC, centrifuge, etc.). A separate sheet detailing items covered may be attached to this form. Documentation of competency to work unsupervised is required		
Transportation of biohazardous materials – safe practices for transporting BHM within and between buildings on campus; discuss Transportation of Dangerous Goods requirements		
Visitor Policy – SOP for lab, and biosecurity requirements on employee		
Waste Disposal – UPEI waste disposal guide reviewed, waste procedures in lab explained		
WHMIS – training must be completed and updated regularly		
Working alone – UPEI policy read, UPEI SAFE App		
Required Reading for this Laboratory	Read	N/A
UPEI Biosafety Program Standard		
Laboratory specific Biosafety Manual and Laboratory specific SOPs		
UPEI Laboratory Safety Manual		
Canadian Biosafety Handbook – chapters relevant to the lab (identify which chapters)		
Canadian Biosafety Standards		
Containment Standards for Facilities Handling Aquatic Animals and Pathogens		
Containment Standards for Facilities Handling Plant Pests		
Other - list documents on a separate sheet of paper if necessary		

Supervisor Section	
By signing this form, you agree that the above material has been reviewed with the new laboratory worker.	
Supervisor Signature:	Date:
Trainer's Name (If different from Supervisor):	
Trainer's Signature:	Date:

Trainee Section	
By signing this form, you agree that the above material has been reviewed with you, that you understand the material presented, and you agree to the following statements:	
Agreement on Biosafety	Yes/No
I have read, understood, and will comply with the UPEI Biosafety Standard, UPEI Biosafety training, the laboratory biosafety manual and SOPs, and all federal regulations as required (PHAC, CFIA, ECCC, etc.).	
I have been trained on the proper use and location of the safety eyewash, safety shower, fire exit, spill kit, and first aid kits.	
I have read all applicable PSDS and SDS and have been informed of the risks associated with the work I will be conducting in this lab.	
I will notify my supervisor and the Biosafety Officer of any accident or potential exposure incident. An incident report form will be completed and submitted as soon as possible.	
I will notify my supervisor and the Biosafety Officer of any missing biohazardous materials or of any inadvertent production or release of biohazardous material.	
I am aware that if I have a medical condition including a suppressed immune system, I should contact the UPEI Health and Wellness Centre to speak to a medical professional.	
I will wear the appropriate attire when working in the lab and will wear all required PPE properly.	
Trainee Signature:	
Date:	

Once completed, this form is to be kept on file by the Supervisor. It may be asked for during a laboratory inspection. At the time of the annual laboratory audit, please have this form available for review.