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## New Employee Onboarding Checklist for Cell Biology

### [HSE website](#)

Laboratory Principle Investigators (PIs) or their designate shall review the appropriate items from this list with each new student/employee. The Alberta Occupational Health and Safety Act requires that this information be provided to all new employees including casual, temporary and student employees. Please check the boxes as items are reviewed, before signing.

Creating and maintaining a safe work site is a shared responsibility that works best when safety issues and concerns are openly discussed, corrective actions identified and everyone works together.

#### 1. Reporting emergencies

Provide new students/employees the contact number and location information (building and room #) of their work area(s). Explain that the emergency number is posted on all telephones, in the University Directory, and In Case of Fire signs, Working Alone Protocols and Hazard Assessment forms.

Have them enter the Protective Services phone number into their cell phone contacts list.

In the event of an immediate life threatening event or medical emergency:  
**Always call 911 first!**

**Main Campus** Fire/Police/Ambulance: 911  
Building Emergency: (chemical spills, noxious odours, pests, flood, electrical outage, etc.):  
Control Centre 780 492-5555

#### 2. Emergency evacuation

Responding to an alarm: Walk new students/employees through the appropriate emergency primary and secondary evacuation route for their work area (do not use the elevators). Review any emergency shut offs or what equipment must be turned off prior to departing during an evacuation (e.g. busen burner, etc). Once clear of the building students/employees should move to the Muster Points for the building they evacuated from.

Do NOT re-enter the building until the “All Clear” is communicated which permits re-entry into the building. Upon return conduct a quick check of the workspace(s) to ensure that there are no hazards and it is safe to commence work again.

Discuss special evacuation needs and plans with those students/employees who are persons with mobility issues. The default is to move them to the closest stairwell and remain there with a buddy. They should contact Protective Services at **780 492-5050** to alert them of their location

### 3. **Local fire alarm signaling system**

Activating an alarm: Show new students/employees where fire alarm pull stations are located and instruct them in their use. Activating the pull station sounds an alarm in the building to alert other occupants to evacuate. It also sends a signal to the University of Alberta – Control Centre indicating the location of the emergency. The Control Centre immediately contacts the fire department for response from Edmonton Emergency Response Department.

When students/employees discover a fire they should pull the nearest pull station as they are exiting. If possible, students/employees should follow up with a telephone call from a safe location to provide more details by calling 911.

Describe the alarm sound in your building (a fire horn, chimes, and a slow whoop) and tell your new students/employees that they must leave the building immediately upon hearing the alarm, closing doors behind them. Doors may be locked for security reasons. Confirm fire strobes in the building and their intended use. Review any emergency shut offs or what equipment must be turned off prior to departing during an emergency.

### 4. **Portable fire extinguishers**

Show students/employees where portable fire extinguishers are located.

Should a fire be discovered, tell them to use a portable fire extinguisher only if they have been trained and only if the fire is small (waste basket size). Emphasize the importance of always FIRST sounding the alarm and evacuation, before fighting the fire.

### 5. **Reporting unsafe conditions and acts**

Tell your new students/employees to report unsafe conditions or acts to you, their supervisor. Students/employees may also report safety problems online or by telephone to Health, Safety and Environment. Explain that students/employees should take responsibility for correcting unsafe conditions when feasible, e.g. wiping up small, non-toxic spills and removing tripping hazards, maintaining good housekeeping, report maintenance issues etc.

### 6. **Hazard Assessments (HAs)**

The AB OHS Act, Regulation, and Code requires that workplace hazards are documented in what is known as a hazard assessment. The hazard assessment is not a stand-alone process. It is a planning tool, a communication tool, and a process review tool.

Tell and show your new students/employees where the Hazard Assessments are. They should take the time to read and understand the HAs as is their Right to Know about hazards in the workplace.

## 7. **Reporting incidents and near misses**

### Incidents/Near Misses

The most current details are available online at [Report an Incident](#).

Everyone has a legislative duty to report incidents and injuries. Reporting all incidents and near misses helps the University and the faculty/department initiate effective safety programs and incident prevention measures.

All incidents or near misses must be reported to their supervisor. You (or your supervisor on your behalf) can capture and report the incident using the online ARISE Incident Reporting System which is [accessible here](#).

### Workers' Compensation Board

Tell students/employees that work-related injuries or workplace illnesses are covered by Workers' Compensation Board. To establish a Workers' Compensation claim, employees & supervisors must fill out a WCB Accident Report when they receive medical care for a work-related injury or illness.

Explain that prompt reporting of incidents (as noted above) to you, the supervisor, will make the claims process easier and may allow you to find them modified work during their recovery. Failure to complete the required WCB reports could result in fines to the responsible faculty/department (University WCB Claims 492-0207).

Full details on the WCB process can be found at [Work-related injury or illness](#).

### Vehicle incidents

All use of vehicles for travel should be approved by the supervisor.

All automobile incidents in University-owned vehicles must be reported to the University Campus Security Services (492-5050) immediately, whether or not there appears to be personal injury or property damage. Drivers should make themselves familiar with the accident report form found in the vehicle glove-compartment. Insurance and policy information are available from the University's Risk Management Office (492-3000 x2274). Fleet Safety Coordinator can be reached at 492-1233.

If you intend to use a University-owned vehicle you must complete [Defensive Driver Training](#).

## 8. **First Aid**

Inform students/employees who the certified First Aiders are and how to contact them. Also tell new students/employees where first aid kits are located. Explain what actions students/employees should take if they or others are injured. Show them where the closest Automated External Defibrillator (AED) is located. Use the ARISE Incident Reporting process for all injury reports as noted above for incident reporting..

If safety showers or eye wash stations are located in your department, show new students/employees where they are and instruct them in their use.

## 9. **Standard Operating Procedures (SOP)**

Identify the location (electronic or printed) of laboratory SOPs with new students/employees and identify which are relevant to their work/tasks. Similarly if there are equipment operator manuals they should be identified as well.

10. **Hazard Management - Handle, storage, labeling, and disposal**

WHMIS onboarding is conducted in in two parts:

- A. Education: first complete the required online [WHMIS 2023 course](#)
- B. Training: is to be conducted by a supervisor or a designated department trainer

Training will include:

- Show students/employees where material [Safety Data Sheets](#) (SDSs) are located or explain how they can obtain an SDS online.
- Explain the WHMIS labeling system for these materials, and how containers are properly labeled.
  - individually identify particularly potential harmful or special handling chemicals
- Show how these materials are tracked in an up to date inventory tracker/spreadsheet.
- Show how these materials are stored including requirements for:
  - flammables & combustibles
  - toxic
  - oxidizers/corrosives
  - acids
  - bases
  - organic peroxides
  - safe compatibility of storing materials
- Show and demonstrate specific control measures and PPE for safe work procedures
  - Decanting and safe handling procedures
  - Disposal of hazardous materials
  - Decontamination of benches, glassware, equipment and other spaces
  - Fume hood and biosafety cabinets safe use and procedures

Uncontrolled Spills / Releases

General

- Explain to students/employees the location of all spill kits and spill response measures.

Small spills:

- Show the students/employees how to action small spills including containment, clean-up and decontamination, where appropriate.

Large spills

- Explain the procedure for large spills that require additional support and resources.
- Inform new students/employees that hazardous material emergencies, such as large spills or releases, are to be reported to 492-5555 (Control Centre - Main Campus).

Provide the name of your laboratory Spill Designate \_\_\_\_\_.

- Check to confirm that employee/student WHMIS training has been completed or refreshed in the past 2 years and the information has been entered on your laboratory training log.

Date student/employees course completed: \_\_\_\_\_

Anyone in the laboratory working with chemicals must complete the [Laboratory and Chemical Safety \(2023\)](#) for an introduction to chemical safety regulations and procedures. Additional training, specific to the chemicals in the laboratory, must be provided by the laboratory supervisor or principal investigator. For more information see the University of Alberta, [Chemical Safety Guidelines](#).

- Check to confirm that employee/student Chemical Safety in the Laboratory has been completed and the information has been entered on your laboratory training log.  
**Ensure a scanned copy of the course certificate is kept on file.**

Date course completed: \_\_\_\_\_

- Check to confirm **that supervisors Chemical Safety in the Laboratory** has been completed and the information has been entered on your laboratory training log. **Ensure a scanned copy of the course certificate is kept on file.**

Date **supervisors course** completed: \_\_\_\_\_

For staff whose only chemical exposures are in an office environment.

- Provide information and applicable brochures.
- Discuss hazard information and protection measures for products they will work with. This does not apply to Consumer Products.

Employees who work with chemicals in non-laboratory environments must receive detailed training from their supervisor or designated departmental WHMIS designate. Employees who fall into this category include maintenance, custodial/housekeeping, food service and printing and copy/duplicating employees.

**9. Warning signs and labels**

Explain to all new students/employees the meaning of warning signs, tags, emergency contact lists, and labels used in their work area.

**10. Personal protective equipment**

Explain the use and care of any personal protective equipment new students/employees will be required to use on their jobs such as safety shoes, gloves, safety glasses or goggles, hard hats, hearing protection and respirators. Ensure respirator fit testing has been performed and training has been completed.

NASA employees have access to safety footwear allowance (article 6.06). See the current NASA agreement for what financial allowances are available.

**11. Safety and health training**

Supervisors must identify which HSE safety and health training courses new students/employees will be required to take, e.g. first aid, fire safety, back protection, hearing conservation, radiation safety, forklift safety, etc. Explain how to register for HSE courses - details are located here in the [Catalogue of Courses](#)

**NOTE: No laboratory work can be started without completing the relevant safety courses.**

Training summary of courses

The following courses are required to be completed for those working in the laboratory:

- [Workplace Violence and Harassment Prevention](#)
- [Working Safely at the U of A: A Guide to New OHS Legislation](#)
- [Workplace Hazardous Materials Information System \(WHMIS\)\\*](#)
- [Laboratory and Chemical Safety](#)

Other courses may be required depending on the tasks being conducted and the associated hazards and risk related to the work being conducted.

- [Hazardous Waste Management](#)
- [Radiation Safety](#)
- [Laser Safety](#)
- [Transportation of Dangerous Goods](#)
- [Concepts in Biosafety](#)
- [Defensive Driving](#)

- [Respiratory Protective Equipment \(and fit testing\)](#)
- [Others as required.](#)

Anyone working with biohazardous materials must complete the online course “Concepts in Biosafety”

- Check to confirm that Concepts in Biosafety course has been completed if needed.

Date course completed: \_\_\_\_\_

- Check to confirm that the supervisor has recently completed (past 5 years) the Concepts in Biosafety course if needed.

Date course completed: \_\_\_\_\_

Those working with Class 3B lasers (e.g. confocal microscopes) must complete the online course “Laser Safety”

- Supervisor:** Check to confirm that the employee/student has completed the laser safety course if needed.

Date course completed: \_\_\_\_\_

- Check to confirm that the **supervisor has completed** the laser safety course if needed.

Date **supervisors course** completed: \_\_\_\_\_

- 12. Medical screening or immunization required?**

- Supervisor:** Check to confirm that immunizations have been obtained if needed.

Date immunizations were completed: \_\_\_\_\_

- 13. Safety committee**

Tell new students/employees about the laboratory safety committee or procedure to discuss safety related issues. Inform as to the departmental safety committee and introduce them to their safety committee representative (Carl Thulin). Explain the feedback system employed in your laboratory for reporting potentially unsafe conditions.

Additionally they can contact the DoMD Faculty Safety Advisor for inquiries or support they may have. **FSA Dan Daerendinger** [daerendi@gmail.com](mailto:daerendi@gmail.com)

- 14. Safety practices and rules**

This safety orientation period should include an **on-the-job demonstration/review** of the practices necessary to perform the initial job assignments in a safe manner. Students/employees should understand that supervisors will provide job safety instruction and inspection on a continuing basis. Review all safe work procedures including working alone as required.

Ensure students/employees know that they should always seek guidance or clarification when they are unsure of what safety procedures or expectations they might have. Safety engagement is to be encouraged.

- 15. Safety bulletin board**

Point out the safety bulletin board in your laboratory. The bulletin board may contain health and safety posters periodically. HSE electronic bulletins should also be brought to the attention of those in your laboratory.

**16. TOUR DEPARTMENT AND RELATED FACILITIES: DISCUSS HAZARDS**

In general point out all the safety items and their locations within and adjacent to the worksite. Encourage your students/employees to ask questions and to develop a sense of safety consciousness.

**Supervisor:** Check to confirm that all required HSE Training has been completed and the dates of completion entered into your laboratory's training record. Reminder - as new training is required this should also be entered into the training record.

**Principal Investigators:** Check to confirm that new personnel have been added to the ARISE database for your laboratory. (This would also be a good time to review/delete people who have left your laboratory).

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Print Student/Employee Name**

\_\_\_\_\_  
Student/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Print Supervisor Name**

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

A copy of this signed form should be:

- 1) given to the new student/employee
- 2) retained for the laboratory records (PDF copy is sufficient)
- 3) an electronic copy (PDF) must be submitted to the Department of Cell Biology (Carl Thulin) to obtain keys or card access.
- 4) copies of Training Certificates should be provided to the supervisor.