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| TML\MSH Microbiology Department Policy & Procedure Manual | Policy # MI\LS\04\v02 | Page 1 of 3 |
| Section: Laboratory Safety Manual | Subject Title: Employee Safety Orientation and Training | |
| Issued by: LABORATORY MANAGER | Original Date: April 20, 2001 | |
| Approved by: Laboratory Director | Revision Date: December 18, 2003 | |

Policy:

The TML/MSH Department of Microbiology has established and maintains employee safety orientation and training.

Purpose:

Introduces new staff to the laboratory and familiarizes them with a variety of topics including; emergency and other safety related procedures, Personal Protective Equipment, and our physical layout and facilities.

Responsibility:

Management or designate

Key Elements:

All employees are required to:

- Attend all required safety orientation and training sessions and to be familiar with the location and use of all safety devices and equipment and the content of all manuals and procedures.
- Read safety manuals during their departmental orientation and whenever manuals are updated. A signature list is provided to document compliance.
- Attend yearly fire safety and WHMIS training. A signature list is provided to document compliance.

Related Documents:

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| Laboratory Safety Manual- Table of Contents | MI\LS\v0 |
| FIRE SAFETY | MI\LS\25\v01 |
| GENERAL CHEMICAL SAFETY | MI\LS\11\v01 |
| ORIENTATION | IV-p-5-13 |
| | |

Procedure :

The employee and trainer will document completion of the safety orientation on the Departmental Safety Orientation Checklist and submit it to the Laboratory Manager or designate.

ORIENTATION OF NEW STAFF TO THE ORGANIZATION

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| Components include | |
| Fire safety | All new staff attend a presentation on fire safety at orientation. |
| WHMIS | All new staff attend a presentation on WHMIS at orientation. |

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| TML\MSH Microbiology Department Policy & Procedure Manual | Policy # MI\LS\04\v02 | Page 2 of 3 |
| Laboratory Safety Manual | | |

ORIENTATION OF NEW STAFF TO THE DEPARTMENT

| Components include | Hospital and Institution Fire Safety / Evacuation Plans Manuals | |
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| Safety Manuals | | |
| | MSH TWH PMH TGH | Codes Response Policy Manual |
| | St. Patrick Site | The Michener Institute Fire Safety Manual |
| | Laboratory Safety Manual WHMIS manual MSDS Sheets (Chemical & Infectious) Guidelines for technologists for avoiding laboratory accidents are provided in the above manuals. All employees must be familiar with the material in the manuals and know their location within their department. | |
| Completion of Departmental Safety Orientation Checklist | Safety orientation requires that the individual be given a safety orientation to the department / area, and that the departmental safety orientation checklist be completed. | |

ON-GOING SAFETY TRAINING IN THE DEPARTMENT

| Components include | Responsibility | Frequency | Supporting Documents |
|---------------------------------------|--|---------------------------|-----------------------------|
| Fire safety | Each employee must attend fire safety training and must document compliance. Such training should include fire prevention and what to do in an evacuation situation | Annual | Fire Safety Training Sheet |
| WHMIS | The Laboratory Manager or designate will: <ul style="list-style-type: none"> • Provide required safety training, e.g., proper handling and storage of flammable liquids and gases, proper disposal of hazardous materials • Review changes to WHMIS with staff | As required | |
| Safety policies and procedures | The Laboratory Manager or designate will review new policies and procedures, and changes with staff. | As required /When revised | |
| Safety manuals | | | |

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| TML\MSH Microbiology Department Policy & Procedure Manual | Policy # MI\LS\04\02 | Page 3 of 3 |
| Laboratory Safety Manual | Revision Date: December 18, 2003 | |

SAFETY CHECKLIST - ORIENTATION OF NEW STAFF TO THE DEPARTMENT

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|------------------------------------|---|
| Knowledge of / location of: | Place check mark (Ö) in the appropriate box |
|------------------------------------|---|

| | Yes | N/A |
|--|-----|-----|
| Review of departmental fire safety and evacuation plan <ul style="list-style-type: none"> • Nature of fire alarm • Fire exits, evacuation routes and evacuation procedure, fire drill procedure • Location of pull stations • Locations and types of fire extinguishers • RACE (for MSH) • REACT (for TGH, TWH, PMH) • Location of safety manuals | | |
| WHMIS (MSDS) | | |
| Body substance precautions (BSP) | | |
| Familiarity with good laboratory practice, and the use of Personal Protective Equipment | | |
| Employee Incident Report | | |

Name (print) of trainer: _____
Signature of trainer: _____
Date: _____

The trainer has reviewed the above items with me:

Name (print) of staff member: _____
Signature of staff member: _____
Date: _____