WAKE FOREST UNIVERSITY
SCHOOL of MEDICINE

ENVIRONMENTAL HEALTH AND SAFETY
Worksite Orientation Guide
Research Laboratory Work Environment

Person Oriented:	Principal Investigator:
Position:	Department:
Email Address:	Start Date:

Directions

1. Complete this form with your Principal Investigator or their designee.
2. Fill in blanks and/or check off when item is complete.
3. Send original to Amy Nelson, EH&S, make copies for department records, person oriented and, if needed, to ACUC

Environmental Health and Safety (EH&S) Training

Direct questions about EH&S training to Amy Nelson 716-6084

Mandatory for all new Employees and Non-Employees.

	Check when complete
Online EH&S Training 1. Login to PeopleSoft the first Monday following orientation. 2. Must be completed within two weeks of orientation date.	☐
Follow-up EH&S classes 1. **Basic Laboratory Safety: Call Amy Nelson 6-6084 for schedule.** 2. Must be completed within 2 months of your start date. If necessary, call 716-6084 to reschedule.	☐

Animal Care and Use Committee (ACUC) Training

Direct questions about ACUC training to M.J. Busa 716-3407

Mandatory for all animal handlers and personnel working with Non-Human Primate tissue.

I certify that I do not work with animals or non-human primate tissue at Wake Forest School of Medicine.	☐

or

I do/will work with animals or non-human primate tissue at Wake Forest School of Medicine.	☐
1. Online Laboratory Animal Training Association (LATA) modules. a. Use table provided or call M.J. Busa 716-3407 for module assignment. b. http://www1.wfubmc.edu/OR/Animal+Care+and+Use/LATA.htm click "get the password".	☐
2. I verify I have received copies of IACUC protocols that I work under.	☐
3. I have sent the completed animal use table and a copy of this form to the ACUC office. *(animal use table provided by Amy Nelson EH&S or MJ Busa ACUC, please contact for a copy)*	☐

Institutional Review Board (IRB) Training

Direct questions about IRB training to at 716-4542

Mandatory for all persons doing human subject studies

I certify that I do not work with human subjects at Wake Forest University Health Sciences.	☐

or

I do/will work with human subjects and have completed the appropriate online training modules.	☐
1. Complete the online CITI modules. For more information, see http://www1.wfubmc.edu/OR/IRB/IRB+Education.htm	☐

Identify Hazards

Direct questions regarding your hazards to your supervisor or Amy Nelson 716-6084

Position Hazard Verification Panel will list the hazards set forth by your Department and Supervisor.

1. Login to the PeopleSoft Self-Service Menu the first Monday following orientation.	
2. Review your current position hazards and verify by selecting yes or no.	☐

Employee Health Services

Direct questions to Employee Health at 716-4801

	Yes	N/A
Tuberculosis/PPD skin testing has been completed. Required for all WFUHS employees.	☐	☐
Hepatitis B vaccine has been offered, if there is the potential for human blood / body fluid exposure.	☐	☐
If working with animals, enroll in the Occupational Health Program for Animal Handlers.	☐	☐

Emergency Information

Direct questions concerning emergency procedures to David Sheehan, Fire and Life Safety Specialist, at EH&S 716-1223

Review the Area Evacuation Plan for your laboratory, locate the Emergency Assembly Point (EAP) for your building http://www1.wfubmc.edu/EHS/Emergency+Information/	☐
Locate fire alarm pull stations.	☐
Locate eye wash stations, chemical showers, and hand washing sinks.	☐
What is the emergency phone number for WFUHS? Note: If you work off the Bowman Gray Campus, you may also wish to call 911.	**x6-** ____

Managing Waste and Spills

Additional information may be found at http://www1.wfubmc.edu/EHS/Waste+Management/

	Yes	N/A
Ask supervisor to demonstrate autoclave use and/or disinfection methods.	☐	☐
Locate sharps-disposal containers.	☐	☐
Locate waste storage areas and waste-labeling supplies. Identify waste stream guide in lab.	☐	☐
Ask your supervisor to explain spill clean-up.	☐	☐

Working with Hazardous Materials

Direct questions regarding your hazards to your supervisor or EH&S department 716-9375

	Yes	N/A
Review the list of hazardous chemicals found in your laboratory maintained in our Chemical Management System (CMIS) Link found on the EH&S department page.	☐	☐
Choose one chemical from your lab's inventory. Review a Material Safety Data Sheet.	☐	☐
Review the Chemical Hygiene Plan	☐	☐
Locate storage for hazardous chemicals, bio-hazardous materials/agents, and radioactive isotopes.	☐	☐
Review working with and securing compressed gas cylinders	☐	☐
Review lab security and locking procedures	☐	☐

Engineering Controls and Personal Protective Equipment (PPE)

Direct questions regarding your hazards to your supervisor or EH&S department 716-9375

	Yes	N/A
Demonstrate procedures for working with the following engineering controls that remove or reduce contaminants in the air. (Biosafety Cabinets/Fume Hoods) Link to training: http://www1.wfubmc.edu/NR/rdonlyres/7A5926DB-6C6F-4379-86FE-16DBED14863B/0/FumeHoodvsBSC.pps	☐	☐
Review the PPE Hazard Assessment and document http://www1.wfubmc.edu/EHS/Forms	☐	☐
Explain techniques for using sharps and other potentially dangerous tools.	☐	☐
Explain PPE replacement procedures: location of supplies (and reordering, if necessary)	☐	☐
Demonstrate use of PPE in the specific worksite: gloves, eye protection, mouth/face protection, etc.	☐	☐
Identify appropriate areas for eating, drinking, applying lip balm, etc.	☐	☐

Signature of person oriented_____ Date_____

Signature of Principal Investigator_____ Date_____
Or Signature of PI's designee

Please return the original copy via interoffice mail to: Amy Nelson, Environmental Health and Safety (EH&S)