

New Researcher Checklist

Before starting work in a laboratory a newly arrived researcher must be made aware of the following:

Emergency phone numbers* :

On internal phones: **811** (main campus) or **511** (health campus)

On external phones: **819 821-7699** (main campus)

(e.g. cellular) **819 346-1110, ext. 14121** (health campus)

Mobile application: <https://www.usherbrooke.ca/smsp/securite/application-securiteudes>

* The emergency number must be called **immediately** in the event of a fire, spill or injury in the laboratory. An intervention team is available 24/7 for any problem related to hazardous materials.

The room numbering system, you will work at _____

Location of the eye-wash station(s)

Location of the emergency shower(s)

Location and operation of the fire extinguisher(s)

Location of the first-aid kit(s)

Two tier alarm system: the pre-alarm and evacuation alarm

Assembly point in case of evacuation
(do the evacuation route with the new researcher)

The health and safety rules and guidelines for the chemistry department are outlined in detail in the safety manual that is available on the health department's intranet site.

A course in laboratory health and safety must be completed in the first four months after the arrival of a new researcher.

New researcher name

Signature

Date

Person who completed the checklist

Signature

Date