

Chemical Engineering Onboarding

This document outlines the process for obtaining laboratory access in the Department of Chemical Engineering.

This process is required for all undergraduate students completing a thesis project with a Chemical Engineering faculty member, and all Chemical Engineering Master's and PhD students, postdocs, and visiting researchers.

- 1. Complete WHMIS training.**

The WHMIS course is available through self-enrolment on OnQ. Visit [Queen's Environmental Health and Safety's \(EH&S\) website for enrolment instructions.](#)

- 2. Complete Safety Forms with your supervisor.**

Three (3) safety forms must be completed with your supervisor: Safety Expectations Form, Orientation Checklist Form, and Experimental Procedures Form. All forms are available at <https://smithengineering.queensu.ca/chee/about/safety/index.html> under "Safety Forms."

- 3. Watch the Fumehood Safe Use video and write down the 10 rules to fumehood safety.**

You may pick up a USB flash drive with the video, or the video can be sent to you through Microsoft Teams. Please contact one of the chemical technologists for the video.

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- 4. Read and familiarize yourself with the [Department Safety Manual](#).**

Once steps 1-4 are complete, contact one of the chemical technologists to set up a safety quiz. The safety quiz is an informal, interview-style meeting and takes 10-15 minutes. The technologist will quiz you on the information you provide in your Experimental Procedures Form and on general department safety practices to ensure you are ready to work safely in the lab.

Once you pass the safety quiz, you can submit requests for building and lab access [through Smith Engineering Self-Service IT Portal](#). Access FOBs and keys are available in the main office. Please contact [April Hiles](#).

Biosafety Training

If you are working in a lab with a biohazard permit, you must complete Queen's Biosafety Training Level 1 and/or 2. Your supervisor will tell you which level is required. Biosafety Training is done through self-enrolment on OnQ. Visit <https://www.queensu.ca/risk/safety/training/biosafety> for more information.

Access to ChEAF

The Chemical Engineering Analytical Facility (ChEAF) features specialized equipment for graduate students and researchers. To gain access to ChEAF, you must complete an orientation with our Senior Research Engineer, [Mahmoud Khademi, PhD](#) and complete a short safety quiz with one of the department's chemical technologists.

Other Safety Resources

[Lab waste disposal](#)

[Lone Worker Program](#)

[Walkhome](#)