

Group Member Contact Information

Laboratory Supervisor: _____ Off campus tel: _____
Off campus tel: _____

Name, room	Address	Phone Number

Supervisor Laboratory Inspection Record

Supervisor name: _____

Lab locations: _____

Date	Safety comments/problems to be addressed (communicated to group)	Signature

Call 911 for all emergencies

Locations and use of PPE (gloves, apr shield, oven mitts), where applicable

Safety glasses for visitors, laser safety glasses for visitors, whenever necessary

Requirement for Radiation Safety Area access for visitors, if applicable

Locations of primary and secondary fire exits

Locations and use of eyewash stations

Location of first aid kit

Report all injuries or dangerous incidents to supervisor immediately

Doors must be locked when lab unoccupied

Locations and use of chemical waste disposal supplies and pickup

Awareness of hazardous equipment in lab

Location of equipment manuals

Location of SOPs, when applicable

Location of lab safety manual, when applicable

Location of radiation safety manual, when applicable

Location of biosafety manual, when applicable

Location of X-ray safety manual, when applicable

Location of laser safety manual, when applicable

Chemical storage locations in labs

Location of MSDS information and hazardous materials inventory list, when applicable.

Location of broken glass container, if applicable

Pointers on the use of pressurized gas cylinders

List of required OHS training courses

Location of emergency phone list of employees

A hazardous position communication form has been completed by the employee, when applicable (staff and graduate students). Found at:

<http://www.wph.uwo.ca/newposition.htm>

Designated substances - identified on pass lead, mercury, arsenic, benzene, isocyanates, asbestos, and crystalline silica with particle sizes < 10µm (not chromatography or TLC silica).

Don't be afraid to ask if there is a concern

Employee Signature: _____

Supervisor Signature: _____

Department of Chemistry
Western University
Requirements for Laboratory Work

1. WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEMS (WHMIS)

Canada is adopting new international standards - the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). This includes Safety Data Sheets (SDS) and a new labelling system that is already appearing on some new chemicals Western labs.

At Western this means:

- x New WHMIS training is now available on OWL. The new version replaces both the Basic WHMIS, and Comprehensive WHMIS training that were available in the past.
- x In addition to the mandatory training at the beginning of new employment at Western, all existing Western All staff, faculty, graduate students, work study and co-op students and volunteers at Western will be required to also take the new version of online WHMIS training, even if you recently completed the older version.

- x respond properly to a laboratory emergency
- x understand the different types of waste and how to process each
- x segregate chemicals appropriately for both waste disposal and storage
- x complete labels and inventory forms and package the wastes properly

4. LABORATORY ORIENTATION

Safety is a shared responsibility between you, your co-workers and supervisor. Your supervisor MUST acquaint you with the location and operation of all building safety devices such as the fire alarm tone, eyewash, safety shower, fire extinguishers, fire blankets, first aid kits, evacuation routes and exits, spill control and containment kits, laboratory evacuation procedure, etc... Familiarize yourself with the Safety link on the Departmental website: <http://www.uwo.ca/chem/>

You and your supervisor must also review the operation of the fume hoods and all other instrumentation you may need to operate.

The supervisor and employee MUST complete the orientation checklist and file it in the lab safety binder in your laboratory.

5. LABORATORY WORKING HOURS AND CONDITIONS

You should not work in the laboratory alone (Laboratory Safety Manual, 8.2). A qualified graduate student, post-doctoral fellow or faculty member also be present. Consult your faculty supervisor as to whom he/she designates as qualified for the work you will be performing. It is you and your supervisor's shared responsibility to ensure that at least one of those persons is present.

It is your right to work in a safe working environment. It is your supervisor's responsibility to ensure that your working environment is safe. It is your responsibility to tell your supervisor of any conditions that you believe are unsafe. Until you are satisfied that your working conditions are safe, you can refuse to work.

6. ADDITIONAL REQUIRED TRAINING BASED ON WORK AREA/STUDY

There are additional safety trainings you may be required to take in a class environment. Please check with your supervisor. The following is a list of courses you may need to sign up for: Biosafety, Radiation Safety Nuclear, Radiation Safety Refresher, Radiation Safety Awareness, X-ray Safety, Laser Safety, and Biological Safety Cabinets. To register for safety trainings, visit OWL, which will be automatically set up for you.

Department of Chemistry
Western University

The keys for the rooms and perimeter access is listed below will only be issued under the following conditions.

1. The form, SAFETY REQUIREMENTS FOR LABORATORY WORK, has been completed and returned.
- 2.

The Chemistry Building
The University of Western Ontario
September 2017

