Laboratory Safety Documentation

1) Off-Campus Group Member Emergency Contact Information

2) Departmental Emergency Contact List

3) Safety Committee Members Contact List

4) Building Emergency Team Members (BET)

5) First Aid Responders and Location of First Aid Kits

6) Record of Safety Training Completed by Workers

7) Record of group–specific training

8) Supervisor Laboratory Inspection Record (Monthly)

9) Department of Chemistry Safety Requirements for Laboratory Work Form

10) Department of Chemistry Conditions of Key Issuance

11) New Employee Lab Orientation Checklist

12) Incident Reporting Procedures and Documents
    a) Accident/Incident Investigation and Reporting
    b) Basic Procedures for Emergency Response and Accident / Incident Investigation and Reporting (Aiir)

13) Monthly Safety Inspection Checklist Reference Sheet

14) Appendix – Copies of Training Certificates

15) Appendix – Compliance Orders Received (annotated with completed actions)

16) Appendix – Special Operating Procedures (SOPs) (if applicable)

17) Appendix – MSDS forms
    See http://www.uwo.ca/chem/safety/msds.htm
Group Member Contact Information

Laboratory Supervisor:_________________ Off campus tel:_______________________
Off campus tel:_______________________

<table>
<thead>
<tr>
<th>Name, room</th>
<th>Address</th>
<th>Phone Number</th>
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</table>
Departmental Emergency Contact List

IN THE CASE OF A BUILDING EMERGENCY THAT NECESSITATES AN EVACUATION, ACTIVATE THE BUILDING ALARM USING A PULL-STATION AND EXIT THE BUILDING BY THE NEAREST EXIT. BE PREPARED TO MEET THE RESPONDERS AT THE PERTH DRIVE ENTRANCE (BACK OF THE BUILDING)

***

FOR AN EVENT THAT DOES NOT REQUIRE THE IMMEDIATE EVACUATION OF THE BUILDING, BUT REQUIRES ATTENTION URGENTLY

Kim Baines, Chair
campus: 83122 ChB 120A
kbaines2@uwo.ca
off campus: 519-476-3573 or 519-472-1780

Oleg Semenikhin, Chair of Safety
campus: 82858 ChB 067
osemenik@uwo.ca
off campus: 519-474-1354 or 519-318-9426

Campus Police/Fire Prevention
EMERGENCY – 911
Inquiries: 83300

Physical Plant
24 hr. Services and Maintenance: 83304
Safety Committee Members

Safety committee members are available to assist you with concerns related to safety and incident/accident investigations

Oleg Semenikhin, ChB 067
Extension: 82858
osemenik@uwo.ca

***

Kim Baines, room 120
Extension: 83122
kbaines2@uwo.ca

***

Mike Kerr, ChB 219
Extension: 86354
makerr@uwo.ca

***

Clara Wren, ChB 016 (basement)
Extension: 86339
jcwren@uwo.ca

***

Robert Harbottle, ChB 114/MSA 1212A
Extension: 86340
rharbott@uwo.ca

***

Matthew Ward (Sham group) Tetyana Levchenko (Corrigan/Huang group)
ChB 032, mward46@uwo.ca MSA 0210, tlevchen@uwo.ca
Building Emergency Team Members: ChB, B&G and MSA
(formerly Fire Marshasls and Floor Wardens)

The chemistry building only has one sound to indicate an alarm - a ringing bell. No other sounds will come from the speakers.

ANY SOUND COMING OUT OF THE BUILDING SPEAKERS MEANS GET OUT!

Each and every alarm is treated as a genuine emergency. BET members are assigned on every floor of the building to ensure complete and prompt evacuation. You must obey the directions of the BET member- these are for your safety!

You are required to EVACUATE BY THE NEAREST EXIT and not walk through the building to a favourite exit.

Chemistry Building
3rd Floor: Bahareh Farhadpour (Baines Lab/Chemistry rooms)
2nd Floor: Mark Workentin, Robert Hudson (Chemistry Bldg)
1st Floor: Lesley Tchorek*, Susan England*, Rob Harbottle* (undergraduate labs) Keith Griffiths (when in the bldg), Kim Baines (research and admin. offices)
Ground Floor: John Corrigan (Research labs/offices)
Lower Ground: Ron Maslen*, Robin Hall* (Chemistry Addition), Martin Stillman (Research lab/offices)
Basement: Warren Lindsay (Chemistry Addition) Seyed Tadayyon (Research labs/offices/Chemistry Stores)

B&G
2nd Floor: Paul Ragogna (Research labs/offices)

MSA
3rd Floor: Elizabeth Gilles (Research labs/offices)
1st Floor: Rob Harbottle*, Lesley Tchorek*, Sandy Zakaria Holtslag*, Jan Mathers*, Susan England* (undergraduate labs)
Ground Floor: Zhifeng Ding (offices)
Lower Ground: Nathan Yundt, Francois Lagugne-Labarthet (laboratories)

Note: Lab technicians (*) have acknowledged that they will ensure that undergraduate labs clear completely.
First Aid Responders and Location of First Aid Kits

Third Floor: Outside room 310. Closest responder: Kim Baines

Second Floor: Across from room ChB202. Closest responder: Ben Machin
Second Floor: B&G, Across from room 2022. Closest responder: Ben Machin

First Floor: Inside room 105 (lounge). Closest responder: Robert Harbottle, Sandy Zakaria-Holtslag, Lesley Tchorek

Ground Floor: Beside Room 23. Closest responder: Mathew Willans
Ground Floor: MSA, Across from NMR room. Closest responder: Mathew Willans, Zhifeng Ding, Francois Lagugne-Labarthe

Lower Ground Floor: Outside room 090 (old chemistry addition). Closest responder: Ron Maslen

Basement: Outside room 023 (electronics shop). Closest responder: Seyed Tadayyon

First Aid Kits should be inventoried once a month by the responder. Request for supplies for restocking should be sent to Oleg Semenikhin (osemenik@uwo.ca) who will forward them to OHS.

First Aid Kit restocking is the responsibility of OHS, currently administered by Mike Mosley (scimjm@uwo.ca) or his designate.
<table>
<thead>
<tr>
<th>Worker’s Name (printed)</th>
<th>Safety Training Course</th>
<th>Date Completed</th>
<th>Initials (attach certificate in appendix, if available)</th>
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# Record of group–specific training

<table>
<thead>
<tr>
<th>Trainer</th>
<th>Trainee</th>
<th>Description of Training</th>
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## Supervisor Laboratory Inspection Record

**Supervisor name:** ______________________

**Lab locations:** _______________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Safety comments/problems to be addressed (communicated to group)</th>
<th>Signature</th>
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Before beginning any laboratory work and before laboratory keys can be issued this form must be completed and returned to Anna Vandendries-Barr, ChB120.

1. Laboratory Safety Training

It is mandatory that you attend all of the following workshops/seminars, offered by Occupational Health and Safety, on the earliest date that they are next given.

   i) WHMIS
   ii) Employee Health and Safety Orientation
   iii) Laboratory/Environmental Waste Management Workshop

   All employees of the Department who work in the laboratory must attend all three. Additional courses may be required; consult your supervisor.

   In addition, all employees must fill the on-line Hazardous Position Communication Form at:  http://www.wph.uwo.ca/newposition.htm

   Summer Students and Chem 4490 Students need only attend the WHMIS seminar and are exempt from filling out the Hazardous Position Communication Form.

   It is your responsibility to register yourself for the next available session in each course. Online registration and the dates and times of upcoming sessions can be found at http://www.uwo.ca/humanresources/facultystaff/h_and_s/training/training_idx.htm or by checking the bulletin board outside Anna Vandendries-Barr’s office (ChB120).

NOTE: WHMIS training is on-line through the UWO WEBCT server. Recertification is required every three years. Existing staff and graduate students have already been set up in the system. Simply go to https://webct.uwo.ca/ and use your UWO Computer ID and password to log in.

Attendance records are forwarded to Chemistry and entered into your file. Proof of completion of other training requirements must be provided to your supervisor.

2. Laboratory Safety Manual

You must have your own copy of the “Laboratory Health and Safety Manual for General Laboratory Practices. It is the policy of this University that all employees of Department of Chemistry must adhere to the practices, guidelines and policies described in this manual.

Please read the manual thoroughly and discuss any aspect that you do not fully understand with your supervisor. Keep your copy handy. It is also available and kept up to date at:

   http://www.uwo.ca/humanresources/facultystaff/h_and_s/lab_safety/lab_safety_idx.htm
3. Laboratory Orientation

Safety is a shared responsibility between you, your co-workers and your supervisor. **Be sure to ask your supervisor to 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.

You and your supervisor must also review the operation of the **fumehoods** and all other instrumentation you may need to operate and complete the orientation checklist.

4. Laboratory Working Hours and Conditions

**You should not work in the laboratory alone** (Laboratory Safety Manual, 8.2). We recommend that a qualified graduate student, PDF or faculty member must also be present. Consult your faculty supervisor as to who he/she designates as qualified for the work you will be performing. It is you and your supervisor’s shared responsibility to ensure that person 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 may refuse to work.

**REMEMBER THAT SAFETY IS A SHARED RESPONSIBILITY BETWEEN YOU AND YOUR SUPERVISOR.**

---

To ensure that you and your supervisor understand the importance of safety in all laboratories in the Department of Chemistry, please complete the following.

I ____________________________ (supervisor) have read the above and will ensure that

______________________________ (laboratory worker) has understood and will comply fully with the above conditions before beginning any work.

Signed _______________________ Date _____________

(Supervisor)

I______________________________ (laboratory worker) have read the above and will

ensure that I will comply fully before beginning any laboratory work.

Signed _________________________ Date _____________

(Laboratory Worker)

**Only after completion of this form may keys to the laboratory be issued.**

Cc: Supervisor  
Laboratory Worker
Department of Chemistry
The University of Western Ontario
Conditions of Key Issuance

The keys for the rooms listed below will only be issued under the following conditions.

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

2. That all conditions for the issuance of keys by the Keys Office have been met.

3. That all keys must be returned at the end of your employment/study in the Department of Chemistry. Failure to return your keys may result in the following penalties.

   A) Students. Withholding of final marks and/or paycheque until keys are returned

   B) Employees. Withholding of final paycheque until keys are returned.

____________________________________________________________________________

Laboratory Supervisor:

Please authorize the room number(s) for the keys(s) to be issued.

ChB__________, ChB__________, MSA__________, MSA___________.

ChB__________, ChB__________, B&G__________, B&G___________.

____________________________________ _______________________________
(Supervisor Signature) (Date)

Employee/Student:

I have read the above and agree to the conditions.

________________________________________________________________________
(Employee/Student Signature) (Date)
New Employee Lab Orientation Checklist

<table>
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<th>Employee Name: ____________________</th>
<th>Date: ____________________</th>
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- Safety Glasses must be worn at all times where hazards are present
- Footwear must cover the entire foot
- No bare legs
- No food/food garbage in labs
- Call 911 for all emergencies
- Locations and use of PPE (gloves, apron, shield, oven mitts), where applicable
- Safety glasses for visitors, laser safety glasses for visitors, whenever necessary
- Requirement for Radiation Safety Awareness for visitors, if applicable
- Locations of primary and secondary fire exits
- Locations and use of fire alarm pull stations
- Location and use of fire extinguishers and class (including metals)
- Location and use of fire blanket
- Locations of lab fire/emergency plan
- Locations and use of chemical spill kits
- Locations and use of safety showers
- 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 campus: lead, mercury, arsenic, benzene, isocyanates, asbestos, and crystalline silica with particle sizes $< 10\mu m$ (not chromatography or TLC silica).
- Don’t be afraid to ask if there is a concern

Employee Signature: _____________________________

Supervisor Signature: ____________________________
1) Accident/Incident Investigation and Reporting

2) Basic Procedures For Emergency Response And Accident / Incident Investigation And Reporting (Aiir)