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Lakehead University
Research Resumption Checklists

Lakehead University: Start-up Lab Safety Checklist

Room Number(s):	
Completed on:	
Completed by:	
Signature: *Use either format*	Click to insert scanned signature

Completed	N/A	
☐	☐	Survey the laboratory for any unsafe conditions. • Chemical leaks, spills or releases • Biological leaks, spills or releases • Supplies, equipment, glassware or other items left out during shut down • Manage any expired, outdated, peroxide forming, self-reactive or other reagents with a limited lifespan https://www.lakeheadu.ca/faculty-and-staff/departments/services/hr/health-safety/tb/lab-safety/chemical-safety-program/chemical-safety-resources-for-lab-supervisors/prohibited-and-limited-chemicals-list • Check expiry date on any antidotes in use in the lab • Secure, correctly label and/or request a pickup of hazardous wastes • Manage any biological wastes appropriately
☐	☐	Review any ongoing experiments that were running during the shut down that could have been affected by loss of electricity, water or other services
☐	☐	Ensure chemical fume hoods are running
☐	☐	Ensure biological safety cabinets are functioning properly
☐	☐	Ensure that all refrigerators, freezers and incubators are functioning properly
☐	☐	Ensure any essential equipment is functioning properly
☐	☐	Review equipment operation safety • Review user manuals for safe startup instructions • Review equipment state and safely release any stored-up energy (if applicable)

☐	☐	Complete an operation check on emergency eyewash stations and safety showers. Record check on card provided
☐	☐	Confirm all chemicals and glassware on bench tops or stored in cabinets are still secured
☐	☐	Confirm dewars and cryogen containers that were used for sample storage and critical equipment are still filled
☐	☐	Confirm that storage of perishable items are secured and safe
☐	☐	Confirm all compressed gas cylinders and regulators are secured and have sufficient quantity available for critical equipment needs
☐	☐	Confirm stored chemicals, chemical wastes are properly labeled
☐	☐	Confirm stored biohazards materials are properly labeled
☐	☐	Ensure all water sources, or circulating water baths etc. are in good condition
☐	☐	If necessary, restore any backed up, secure data
☐	☐	Consider whether upcoming experiments will be easily halted should another shut down be required/imposed
☐	☐	Check lab's supply of liquid soap and paper towels for hand hygiene
☐	☐	Consider which equipment requires recalibration/recertification before use
☐	☐	Pour water down all sinks or any floor drains that may have dried out and may allow sewer gas smells into the lab (often confused with natural gas leaks)

Any other concerns noted in the visual inspections:

Supervisor, retain a copy of this completed checklist for your records. If you require assistance with completing, please contact labsafety@lakeheadu.ca

Lakehead University: Laboratory Physical Distancing Checklist

Room Number(s):	
Completed on:	
Completed by:	
Signature: *Use either format*	Click to insert scanned signature

Supervisors, prior to opening the lab for personnel, consider and communicate the following measures as they relate to your Lab Specific Research Resumption Plan:

Continue Working Remotely (Elimination of Hazard)	
Completed	
☐ ☐	• Consider essential operations/experiments in order to minimize the number of research team members who need to access the laboratory at any one time. • Encourage team members to access the labs and their offices spaces only when necessary and for the minimum amount of time
Adjust the Workplace (Engineering Controls)	
☐ ☐ ☐ ☐	• Physical distancing visual reminders • 2 m markings on the floor around heavily used equipment • Post hand hygiene, cough etiquette, staying home when sick posters in a prominent place in the lab. • Relocating equipment and reconfiguring workstations, where possible, to support physical distancing
Adjust Work Processes (Administrative Controls)	
☐ ☐ ☐ ☐ ☐	• Staggering schedules of lab personnel, noting that working alone situations must be managed safely. Breaks and lunch periods should also be staggered • Creating "teams" of lab personnel that will access the lab at the same time to minimize the number of different contacts an individual may have. This would reduce the number of people impacted in a research group should one individual be positive for COVID-19 • Establishing a uni-directional workflow (one way paths for movement within the lab), where possible. • Address pinch points which may include entrance/exit doors etc. • Strongly encourage your personnel to stay home if feeling unwell, and when they do attend the lab, wash their hands upon arriving and when leaving

Completed	**Adjust Work Processes** (Administrative Controls) cont'd
☐	• Implement appropriate disinfection of equipment and common surfaces. For example, using an appropriate disinfectant, wipe down the following at the beginning of use and before the end of use on a given day or before its use by another person: ○ Equipment surfaces ○ Bench tops ○ Faucets ○ Fume hood sash and workspace ○ Door handles ○ Telephones
Provide Personal Protective Equipment (PPE)	
☐	• Ensure you have an adequate supply of PPE to support your lab activities. Note that supply chain issues have been encountered for PPE and other consumables. Do not plan to start work for which you no longer have adequate supplies of PPE
Communications and Training	
☐ ☐ ☐	• Schedule a virtual meeting with your personnel to discuss Lab Specific COVID-19 Research Resumption Plan • Job Specific Training Checklist has been updated to include discussion of Lab Specific COVID Research Resumption Plan • Ensure all members have completed all required safety training to work in the lab. Ask for copies of certificates. All training is available online https://www.lakeheadu.ca/faculty-and-staff/departments/services/hr/health-safety/tb/training
Any other concerns noted by yourself or personnel:	