Laboratory Safety

Binder



Authorized Lab Personnel List

Instruction to **Supervisor**: List all personnel who have access to the lab. You may append a **printed copy of the third worksheet** from the emergency contact list shared with H&S and Security.

|  |  |  |
| --- | --- | --- |
| Name | Position Type (undergrad, grad etc.) | Email Address |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Emergency Contact List

Instruction to **Supervisor**: List all persons who are trained in emergency procedures in the laboratory and their emergency contact information. You may append a printed copy of the **current excel emergency contact** (second worksheet) list shared with H&S and Security.

|  |  |
| --- | --- |
| Name | Emergency Contact Phone Number(s) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Lakehead Laboratory Safety Operating Procedures

Instruction to **Supervisor**: Provide a **printed copy of the current Lakehead Laboratory Safety Operating Procedures**.

Laboratory Specific Written Safety Procedures (SOPs)

Instruction to **Supervisor**: Provide a **printed copy of all laboratory specific written safety procedures**.

Laboratory Specific Emergency Procedures

Instruction to **Supervisor**: Provide a written copy of all emergency procedures specific to your laboratory space. This should include **locations of emergency equipment** such as **antidotes** to poisons (if applicable), locations and contents of **spill kits**, location of first aid kit, specific **clean up procedures**, equipment emergency **shut down procedures** etc.

Personnel Training Records

Instruction to **Supervisor**: Include a copy of all **current personnel lab specific training records**. Retain training records for previous personnel for 7 years.

Chemical Storage Locations

Instruction to **Supervisor**: Provide a map (can be hand drawn) of the lab showing the **locations** of where **chemicals are stored** in the lab, by **compatible types**, and **where hazardous waste** is located in the lab.

Inventory Information and SDSs

Instruction to **Supervisor**: Provide lab **login credentials** and **passwords for ErPortal**, a printed copy of the **ErPortal User Manual**, and **where and how SDSs** for all chemicals in the lab can be accessed.

ErPortal Log-in:

Lab ID:

User ID:

Password:

SDSs for all products in use in this laboratory can be found:

Location:

Accessed on ErPortal

Lab Decommissioning/ Personnel Exit

Instruction to **Supervisor**: **All personnel** when they leave your lab must **complete an exit checklist** to ensure waste, samples and all hazardous goods are accounted for. Provide **printed copies of the Lab Decommissioning Policy and Exit Checklist**, and retain copies of completed checklists for 10 years.

**Fire Safety**

Instruction to **Supervisor**: Print a copy of your building’s fire plan