

User Guide to Orillia Labs Lakehead University Orillia Campus

Purpose

The primary responsibility of this User Guide is to ensure the safety and security of ALL lab users. The User Guide to Orillia Labs is intended to supplement, not supersede, the Lakehead University Lab Safety Handbook. The User Guide to Orillia Labs and the Lab Safety Handbook must be read by all lab users before beginning their work in the Labs. The User Guide will list directives and protocols that govern all users and usage of the Labs and Prep Rooms on the Orillia Campus. This User Guide is the official document which pertains to both labs. All directives must be adhered to and followed. Failure to follow directives in this User Guide will result in disciplinary action including, but not limited to, suspension of laboratory privileges.

Definitions

After Hours – considered to be any time outside of regular business hours (8:00 a.m. – 5:00 p.m. from Monday – Friday) including weekends and holidays.

Designate – refers to an appointed person who assumes the responsibility of the coordinator in their absence for a period of time no greater than 2 weeks, or 14 total days (not business days). A designate **must** be recognized as an expert in the area of which they assume responsibility from the coordinator.

Regular Business Hours – the time between 8:00 a.m. – 5:00 p.m. from Monday – Friday excluding Holidays.

Current Lab Training Protocols

The following lab protocols are currently in place regarding training and orientation:

- Annual WHMIS training is mandatory
- Lab Coordinator reviews and completes New Laboratory Trainee Orientation Checklist with each lab employee
- Specialized training is conducted by each lab supervisor

Directive 1 – Logbook Entries

The use of logbooks for various activities is a University-wide standard policy. Each supervisor will have specific requirements as to the recording of experiments and activities in the lab. These requirements must be met. For example:

The use of the logbook is mandated for work on specific soil samples through the Canadian Food Inspection Agency, which issues Lakehead University the permit to test soil samples. The logbook is used to record chemical analytical procedures on soil samples. The logbook also serves as a communication tool to help organize fume hood activities by lab employees.

Directive 2 – Material Safety Data Sheets (MSDS)

Supervisors must continue to mandate the review of all relevant MSDS throughout the term by lab employees as needed relative to lab activities. Biannual inspections will be completed by supervisors to ensure MSDS are current. All elements of MSDS must be followed at all times.

Directive 3 – Lab Schedules

Lab schedules must be developed and posted by the Lab Coordinator or their designate to help communicate and organize activities of the lab (i.e., fume hood activities). Issues of disputes will be handled by the Lab Coordinator or their designate.

Directive 4 – Incident Reporting

Correct and consistent incident reporting be communicated and implemented at all times for ALL INCIDENTS. Copies of incident reporting forms will be identified and kept in the labs for easy access. It is imperative that incident reports be completed as soon as possible by the individual directly involved with the incident and forwarded to the supervisor for signature. If the incident involved more than one person, each person should complete their own incident report. The form will be forwarded to the Office of Human Resources and Lab Coordinator or their designate as soon as possible. Incidents will be reviewed and tabled at H&S Committee meetings.

Directive 5 – Lab Supervisors on Site

All current lab supervisors will continue to be part of the lab supervisor contact information list. Any periods of absence during periods when students are using the lab must be communicated to the Lab Coordinator or their designate.

Copies of the contact information list should be provided to Security, relevant employees, Office of HR Orillia and posted in labs. The Lab Coordinator or designate has full authority on operating issues on-site, full authority on operating issues in the lab and can make decisions regarding potential incidents and evacuation.

Directive 6 – After Hour Lab Access

All lab users (students, graduate students and faculty) are required to sign-in and sign-out with security if using the lab after hours – that is outside the hours of 8:00 a.m. – 5:00 p.m. Monday – Friday including weekends and holidays. It is strongly recommended that student lab employees sign-in and sign-out with a student lab partner. Experiments known to be potentially hazardous should not be undertaken at any time by a person working alone. The supervisor is responsible for determining if the work requires more than one person to be present. Lab supervisors must approve all after hours work in labs.

Directive 7 – Storage and Removal of Waste Chemicals

It is imperative that protocols and specific training received on the storage and handling of waste chemicals be strictly adhered to. All lab users are accountable to ensure safety protocols are followed when disposing, handling and storing hazardous materials. The Lab Coordinator will manage the removal of hazardous waste material at appropriate times.

In Summary

These directives will be incorporated into all lab orientation activities.

Adherence to lab protocols, policies, standards and rules ensures the proper safety of all lab users. Compliance with all directives outlined above is mandatory.