

**Department of Chemistry  
The University of Western Ontario  
Safety Requirements for Laboratory Work**

**Before beginning any laboratory work and before laboratory keys can be issued this form must be completed and returned to the Administrative Officer.**

## **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) New 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 490 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](http://www.uwo.ca/humanresources/facultystaff/h_and_s/training/training_idx.htm) or by checking the bulletin board outside 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](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.**

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**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.

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**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 \_\_\_\_\_.

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(Supervisor Signature)

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(Date)

**Employee/Student:**

I have **read** the above and **agree** to the conditions.

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(Employee/Student Signature)

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(Date)