

**Department of Chemistry  
Western University  
Health, Safety and Wellness Requirements for Laboratory Work**

Western University strives to foster the development of a safety consciousness in all members of the University community for the purpose of minimizing the risk of injury to persons or the damage to property or facilities. As safety standards change the University is committed to keeping abreast of these changes, to communicating these standards within the campus, and to ensuring compliance on an ongoing basis. For more information on **Western's Health & Safety Policy**, please access the following website at: [<http://www.uwo.ca/univsec/mapp/section3/mapp31.pdf>].

The University will comply with all applicable federal, provincial and municipal legislation with respect to health and safety, for example:

- (i) **Federal Nuclear Safety and Control Act**, and  
[<http://laws-lois.justice.gc.ca/eng/acts/N-28.3/FullText.html>]
- (ii) **Ontario Occupational Health and Safety Act**  
[[http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90o01\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90o01_e.htm)]

Legislated standards in health and safety are accepted by the University as minimum standards, and the University reserves the right to establish and enforce more stringent standards as may be considered appropriate, such policies being considered as binding upon all students, staff and faculty.

You are responsible for completing any training required pursuant to legislation and University policy including, (but not limited to) the following online training courses.

Access to safety training on WebCT OWL is automatically set up for new faculty, staff and other designated Western relationships once all information has been established on **myHR** a few days after your contract has been submitted to Human Resources. Read more... at the following link:

[https://www.uwo.ca/humanresources/facultystaff/h\\_and\\_s/training/access\\_to\\_online\\_training.htm](https://www.uwo.ca/humanresources/facultystaff/h_and_s/training/access_to_online_training.htm)

You are responsible for completing any training required pursuant to legislation and University policy including, (but not limited to) the following four online training courses and one in person training.

1. **Accessibility at Western (AODA)**
  - a. Accessibility in Teaching (Faculty and GTA)
  - b. Accessibility in Service (Faculty, Staff and Volunteers)

We All Have a Role...

Ontario's new Accessibility Standards for Customer Service are effective as of January 1, 2010. Western is committed to accessibility for persons with disabilities. In our formal and informal interactions with members of the campus community, each of us has a role to play in fulfilling this commitment.

By law, each person who interacts with students, alumni, visitors, or retirees is obligated to know the requirements of these new standards and communicate with persons with disabilities in a manner that takes the person's disability into account. Please review the resources included on these pages to help you understand these obligations and requirements.

Thank you for learning about and contributing to increased accessibility at Western.

For more information about Accessibility at Western visit this website: <http://accessibility.uwo.ca/AODA/resources.htm>

This course available online via WebCT OWL at <https://owl.uwo.ca> (The University of Western Ontario section).

## 2. **Workplace Hazardous Materials Information Systems (WHMIS)**

Mandatory for all Western staff, faculty, graduate students, work study students and volunteers. Re-certification is required every three years. WHMIS training online via WebCT: Comprehensive

### **WHMIS TRAINING FOR UWO EMPLOYEES**

Occupational Health and Safety offers of WHMIS training for UWO Employees – Comprehensive. This version is available on-line through WebCT OWL at <https://owl.uwo.ca> (The University of Western Ontario section).

**COMPREHENSIVE VERSION:** Comprehensive WHMIS training must be taken by anyone who works with or in close proximity to chemicals and therefore have the potential for exposure.

Comprehensive WHMIS training is required for those who will,

- Enter a lab/room, where chemicals are used or stored
- Routinely work or are present in an area where chemicals may be present or encountered (i.e. the same corridor as a chemical research lab, chemical storeroom, etc.).

**Reminder:** All faculty, staff, and graduate students and undergraduate students working in Chemistry are required to have current WHMIS certification.

### 3. Health and Safety Orientation – Work Safely at Western

Mandatory for all Western staff, faculty, graduate students, undergraduate students working in a lab, work study students and volunteers.

On completion of this 40 minute session the participant will be able to:

- Understand your basic rights and responsibilities and those of other workplace parties under the Occupational Health & Safety Act of Ontario
  - The Right to Know
  - The Right to Refuse Unsafe Work
  - The Right to Participate
- Know who your Health and Safety partners are at Western.
- Know what workplace hazards are and what to do if you see a workplace hazard.
- Know the proper response to campus fires and emergencies.
- Know your duty to report workplace accidents and incidents.

This course available online via WebCT OWL at <https://owl.uwo.ca> (The University of Western Ontario section).

**Reminder:** All faculty, staff, and graduate students and undergraduate students working in Chemistry are required to have current WHMIS certification.

### 4. Safe Campus Community - Preventing Harassment, Violence, and Domestic Violence at Western

Mandatory for all Western staff, faculty, graduate students, work study students and volunteers.

On completion of this 40 minute session the participant will be able to:

- Identify what constitutes harassment, violence and domestic violence that emerges in the workplace
- Understand their rights and responsibilities with regards to these issues under the Occupational Health & Safety Act of Ontario
- Know what to do if these issues arise at Western.

This course is available online via WebCT OWL at <https://owl.uwo.ca> (The University of Western Ontario section).

### 5. Laboratory Safety – Hazardous Waste

Register for the in class safety training at: <http://www.uwo.ca/hr/learning/required/register.html>

Sessions are mandatory for all laboratory supervisors and workers. (A worker is anyone who conducts a procedure in a laboratory.)

At the completion of this presentation, the participant will be able to:

- understand the common hazards associated with laboratory work and how to identify them
- use the proper precautions for the identified hazards
- explain the proper use of the laboratory fume hood
- select the appropriate personal protective equipment for the task
- respond properly to a laboratory emergency
- understand the different types of waste and how to process each
- segregate chemicals appropriately for both waste disposal and storage
- complete labels and inventory forms and package the wastes properly

### 6. Laboratory Orientation

Safety is a shared responsibility between you, your co-workers and supervisor. **Your supervisor MUST 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: <http://www.uwo.ca/chem/>

You and your supervisor must also review the operation of the fume hoods and all other instrumentation you may need to operate.

The supervisor and employee MUST complete the orientation checklist and file in the Lab Safety Binder in your laboratory.

### 7. Laboratory Working Hours and Conditions

**You should not work in the laboratory alone** (Laboratory Safety Manual, 8.2). A qualified graduate student, postdoctoral fellow or faculty member also be present. Consult your faculty supervisor as to whom he/she designates as qualified for the work you will be performing. It is you and your supervisor's shared responsibility to ensure that at least one of those persons 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 can refuse to work.

### 8. Additional Required Training based on Work Area/Study

There are additional safety trainings you may be required to take in a class environment. Please check with your supervisor. The following is a list of courses you may need to sign-up for: Biosafety, Radiation Safety Nuclear, Radiation Safety Refresher, Radiation Safety Awareness, X-ray Safety, Laser Safety, and Biological Safety Cabinets. To register for safety trainings, visit WebCT OWL, which will be automatically set up for new faculty, staff and other designated Western relationships once all information has been established on myHR a few days after your contract has been submitted to Human Resources. Read more... at the following link:

[https://www.uwo.ca/humanresources/facultystaff/h\\_and\\_s/training/access\\_to\\_online\\_training.htm](https://www.uwo.ca/humanresources/facultystaff/h_and_s/training/access_to_online_training.htm)

To register for any of these courses, please visit this web-site: <http://www.uwo.ca/hr/learning/required/register.html>

### **REMEMBER, 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: \_\_\_\_\_  
(Supervisor's Signature)

Date: \_\_\_\_\_

I, \_\_\_\_\_ (Laboratory Worker) have read the above and will ensure that I comply fully with the above conditions before beginning any laboratory work.

Signed: \_\_\_\_\_  
(Laboratory Worker's Signature)

Date: \_\_\_\_\_

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

cc: Supervisor  
Laboratory Worker