## Emergency Preparedness

### Emergency Contacts
- 2000/52000 posted on lab phone
- Names & extensions of first aiders conspicuously posted

### Fire extinguisher
- Fire extinguisher easily accessible
- Fire extinguisher fully charged
- Annual check has been performed within past 12 months

### Alarm pull stations/exit routes
- Exit signs working properly and placed appropriately
- Exit routes free from obstruction, >1m wide
- Evacuation route posted (diagram)

### First aid kit(s)
- First aid kit is in a readily accessible location
- Stocked appropriately for foreseeable incidents (e.g., first aid manual, disposable gloves, adhesive bandages, tape/gauze, compress bandages or pads, alcohol swabs, scissors, tweezers).
- Individuals in area familiar with location of kit and who to contact for first aid assistance

### Eyewash station(s)
- Eyewash station(s) unobstructed
- Eyewashes activated and flushed regularly and recorded monthly
- Annual check has been performed within past 12 months

### Emergency shower
- Emergency shower unobstructed
- Annual check has been performed within past 12 months

### Spill kit(s)
- Spill kit readily accessible
- Contains: chemically resistant gloves, goggles, absorbent pads, small broom & dustpan, plastic bags, acid neutralizer, alkali neutralizer, organic vapour suppressant
- Individuals in the area familiar with kit location and response protocols (minor spill > use kit / major spill > evacuate & dial 2000)

## General Lab Safety

### PPE
- Gloves readily available & worn when handling hazardous materials
- Lab coats kept on hooks inside of lab & worn when working with hazardous materials
- Eye protection (safety glasses/goggles) worn when required
- Adequate footwear worn in lab

### Safe work practices
- No food or drink in lab
- No door propping observed during inspection
- Personal belongings kept in areas away from chemical or biological contaminants
- Good housekeeping practices (benches and shelves clean)
- Equipment and material storage not likely to fall or create overexertion injury
- Any unattended experiments clearly labelled
- No chipped/broken glassware observed
- Floors clean and dry
## WHMIS
- All containers bear appropriate supplier, workplace, or laboratory labels
- Chemical inventory data entered into EHS Chemical Inventory and/or printed inventory is readily available
- Material Safety Data Sheets available in lab and/or readily available lab internet access for online search.
  [http://hq.msdsonline.com/uoguelph](http://hq.msdsonline.com/uoguelph). If online access preferred, keep hard copies of the more harmful chemicals.

## Fume hoods
- Sashes closed when not in use
- Interior clean and free from obstructions
- Flow monitor indicates acceptable performance
- Fume hood certification up to date

## Physical Hazards
### Noise
- Isolation and/or PPE are used for noise sources over 85dBA

### Mechanical
- All potentially hazardous machine parts (in running rollers/gears, pinch points) are guarded or controlled
- Lock-out/Tag-out is used in circumstances where hazardous machines/equipment must be maintained, repaired or accessed

### Electrical
- All electrical equipment approved by CSA/UL or ESA
- No frayed wires
- No extension cords used as permanent installations

## Chemical Hazards
### Storage
- Chemical storage locations appropriate
- No excessive quantities on hand
- Incompatible substances adequately separated
- <235L Flammables inside any cabinet
- <50L Flammables outside of cabinet
- Flammable storage fridges labeled and designed for flammable storage (no internal ignition sources)

### Cryogenics
- All glass dewars taped
- WHMIS labels applied to all dewars

### Compressed Gases
- Secured vertically when in use
- Secured to dolly when transported
- Safety cap in place when not in use (i.e. no regulator attached)

### Waste
- Waste container available for all streams (no chemical waste to sink)

## Biological Safety
### Administrative requirements
- Sign on door indicating containment level

### Biological Safety Cabinets
- BSC used for open handling of potentially hazardous organisms
- Annual certification within last 12 months
### Contamination control
- Strict adherence to PPE requirements
- Gloves not worn outside of lab, lab coats not worn in common areas
- Regular disinfection of surfaces and changing of benchcote
- No obvious contamination of work surfaces

### Biohazardous Waste
- Waste bins easily accessible
- Bin not overfilled
- Sharps containers available (if required)
- Sharps containers not overfilled

### Radiation Safety
#### Administrative requirements
- Exterior sign posted for ILL, interior sign posted for BLL
- Copy of permit posted

### Radiation Protection
- Strict adherence to PPE requirements
- Shielding available in lab and used when appropriate
- Areas in which radioactive sources are handled in BLL are marked with Radiation Tape
- Storage areas (fridges, cabinets) are marked with trefoil/rad tape and locked when not in use

### Radioactive Waste
- Waste bins available for each isotope, clearly identified and accessible
- Bin(s) not overfilled and covered when not in use

### CBS Safety Binder
The following records to be available in lab (filed in Safety Binder)
- Training Records:
  - Safety Orientation Record - complete and up-to-date for all users
  - Ongoing Safety Training Record - complete and up-to-date for all users
- Safety Inspection Records:
  - Summary Departmental Safety Inspection Records (Safety inspectors may follow-up on items noted within these records).

### Notes

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Updated Jan 2016