

1. CBS Health and Safety Binder:

- Should be located in each research laboratory – not the PI's office!
- For on-line version: www.uoguelph.ca/cbs/safety
- Binder needs to be reviewed by faculty and ALL laboratory personnel.

FORMS TO BE COMPLETED AND STORED IN BINDER:

Form	Who?	How often?	Copy to Anne L-H
Safety Orientation *	ALL personnel	Once	Yes, as a scanned copy in PDF file with other completed certificates
Ongoing Safety Training*	ALL personnel	Ongoing	No

*Copies of all forms must be filed in the safety binder and be available for inspection

*Forms can be found on-line at: www.uoguelph.ca/cbs/safety/safety-forms

2. Safety Training:

Course	Who?	How often?	Location	Contact	Notes
Competent Supervisor & Due Diligence	Faculty and lab supervisors	Once	EHS or Online	Register online at EHS website	
CBS Online Safety Modules*	ALL lab personnel [†]	Once	Online	Register online at EHS website.	WHMIS, Lab Safety, EHS Biosafety, EHS worker Health and Safety Awareness
Radiation Safety	ALL lab personnel in a Radiation Permitted lab	Every 2 years	EHS	Ryan Das dasr@uoguelph.ca Register online at EHS website	Both Section A and B required
Animal Care	ALL lab personnel working under an AUP	Once	CAF, HHNS and Online	Diana Philbrick dphilbri@uoguelph.ca Register online at Animal Care Services	Online modules, HHNS orientation PLUS any required courses
Human Clinical Trials (HHNS Human Blood Safety Training)	ALL lab personnel working under an REB permit	Once	HNRU	Register through HNRU Premila Sathasivam psathasi@uoguelph.ca	
HNRU General and Kitchen Safety Orientation	ALL lab personnel working in the HNRU	Once	HNRU	Amy Tucker aborland@uoguelph.ca	
Human Anatomy	GTAs, GSAs, Work study, Co-op Students, Lab	Once	Human Anatomy Lab	Premila Sathasivam psathasi@uoguelph.ca James Turgeon, Ian Scagnetti	

	Assistants and Volunteers			anatedu@uoguelph.ca	
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†Refers to technicians, research associates, post-docs, visiting scientists, teaching assistants, graduate students and 4th year project students.

PLEASE NOTE:

The faculty member must receive hard copies of all of the completion certificates before marking the courses off as completed on the Safety Orientation Record, and signing the document.

Once the record is complete, a copy of all training certificates and the Safety Orientation Record should be emailed to Anne Lovett-Hutchinson or Ann Stride as a single PDF. Hard copies must be kept in the lab binder. PDF file with the 4 certificates can be called *Jane Doe.safety certificates*

3. Laboratory Postings:

The following posters MUST be posted in an easily accessible place in the lab:

- Lab Contact Information
- Emergency Response Procedures (On the inside of the door)
- Monthly Self Inspection Form (On the inside of the door)
- MSDS Access Instructions
- HHNS Summary of Safety Responsibilities
- First Aid Contacts
- Local Joint Health and Safety Committee Contacts

The following posters MUST be VISIBLY posted in the front of the lab if applicable:

For a Radiation permitted lab:

- Radioisotope Permit
- Spill Response Procedures
- Basic Level Lab designation
- Instructions for receiving a radioisotope

For a Level 2 Biohazard permitted lab:

- Level 2 Biohazard permit
- Biohazard sticker on the outside of the lab door

4. Laboratory Inspections:

- Faculty or alternate supervisor must do the monthly self inspection of the laboratory
 - Form provided every January or online at:
<https://www.uoguelph.ca/cbs/sites/uoguelph.ca.cbs/files/ehs-safety-self-inspection-record01.pdf>
 - Form should be posted prominently in the lab and signed by the “inspector” every month
- Prior to the yearly internal laboratory inspection, please check the Laboratory Inspection Checklist requirements and prepare for the laboratory inspection.
- <https://www.uoguelph.ca/cbs/sites/uoguelph.ca.cbs/files/lab-inspection-checklist-rev2016.pdf>

- This form will be used by the LJHSC for annual workplace inspections.
- The LJHSC workplace inspection report will be sent to the Faculty, LJHSC, HHNS Chair, CBS Dean and EHS.
- LJHSC will follow up with each faculty on items requiring further action in a timely manner.

5. Laboratory Hazards and Incident Reports:

- For any Emergency call: **519-840-5000** or ext.52000 or 2000
- All labs must have: a complete Spill Kit (usually kept under the sink) and a First Aid kit in an easily accessible location in the front of the lab.
- For all emergency procedures – Evacuation, Fire, Chemical Spill, Biohazard spill, medical emergency, active threat, power outage, flood, refer to the CBS handbook
- For any incident (injury, spill, accident) take care of the affected person first, give first aid if necessary. Inform supervisor/faculty, fill out the incident report and get the supervisor and chair to sign. Fax report to 519-780-1796 WITHIN 24 hours of the incident. Fax will be received by both Occupational Health and Wellness and Environmental Health and Safety.

6. Permits and Forms:

Permit	Contact	Website
Radiation	Ryan Das, Radiation Safety Officer	https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-programs/radiation-safety
Human Ethics Approval	Sandy Auld, Director of Research Ethics	http://www.uoguelph.ca/research/services-divisions/ethics
Animal User Protocol	Diana Philbrick	http://www.uoguelph.ca/research/services-divisions/animal-care-services
Biohazard Application	Gausiya Khan, Biosafety Officer	https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-programs/biosafety

7. Laboratory Waste Disposal

- Refer to the CBS Handbook page 24-26.
- Pick up is on Fridays
- Fax completed forms (radiation or chemical waste) to EHS @ 519-824-0364
- Biohazardous waste bags and sharps containers should be placed in medical waste management bin found within ANNU room 382.

Chemical Waste Pick-up:

- Affix the completed yellow tag to the container
- Fill out the Surplus Chemical and Sharps Disposal Form (fillable form available at EHS website)
- To order additional yellow tags, call EHS X53282

Radiation Waste Pick-up:

- Affix the completed white tag to the container (bags and liquid waste containers provided by EHS)
- Swipe test the outside of the container to ensure no radioactive contamination
- Fill out the Radiation Waste Disposal Form (form available at EHS website)
- To order new tags, bags or liquid waste containers, include the request on your waste pick form

8. Compressed Gas Cylinders:

- Transfer of cylinders should be done by TWO PEOPLE.

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- Obtain key (Key J56) to ANNU gas cylinder storage room (ANNU 176) from the photocopier room. Regulator wrenches can be obtained either from the photocopy room or from Andy's tool room in the Animal Wing (Room 390/396). PLEASE ENSURE THAT TOOLS ARE RETURNED PROMPTLY!
- Transfer cylinder secured to the cart with safety cap on.
- Change regulator from empty tank to new tank - do not change regulator without proper training.
- RETURN all excess or unused gas cylinders to the proper section of the gas cylinder storage room, as we pay rental costs on every tank. Mark empty tanks with a tag -"EMPTY".
- **REMEMBER:** we share the gas cylinder storage space with APS. Please take only tanks that belong to you from the HHNS section of the room.
- Hand in packing slips to Ann Stride.

9. Ethanol:

- Transfer should be done by TWO PEOPLE.
- Sign out key (Key J120) to the storage room (ANNU 109) located in the north loading dock from Diana's desk (Room 353). Obtain key to storage cage from the record book in Diana's filing cabinet.
- Take the required number of bottles (take the numbered bottles in numerical order). These bottles must be stored in your lab flammables cabinet.
- Return the keys to Diana's desk and record the number of bottles taken in the record book.

10. Highschool Co-op and Non- U of G Student Volunteer Waiver Forms and Training:

Form/ Training	Who?	How often?	Notes
Non-Employee Working Status Form*	Volunteers ONLY	Once	Copy to Anne Lovett-Hutchinson and Christi Cooper with Ministry of Labour Online certificate of completion
1 hour on-line Ministry of Labour Generic Training Course†	Volunteers ONLY	Once	

*Copies of all forms must be filed in the safety binder and be available for inspection

*Forms can be found on-line at: <http://www.uoguelph.ca/hhns/Others/Forms.html>

† The MOL's online training course is found at:

<http://www.labour.gov.on.ca/english/hs/training/workers.php>

The EHS Lab Safety and WHMIS online courses are available for non-U of G personnel, if desired.

Know your HHNS Local Joint Health and Safety Committee Members and inform them of any health and safety issues you might have.

NOTICE REGARDING MANDATORY LEGISLATED TRAINING

As of July 1, 2014, O.Reg. 297/13 Occupational Health and Safety Awareness and Training made under the Occupational Health and Safety Act ("OHSA"), requires employers to ensure workers and supervisors receive mandatory safety awareness training.

To meet this training obligation the University of Guelph has developed two on-line courses that can be accessed through Course Link.

1. Worker Course: "Worker Health & Safety Awareness Training"
<https://courselink.uoguelph.ca/d21/home/266831>

2. Supervisor Course: "Supervisor Health & Safety Awareness and Due Diligence"
<https://courselink.uoguelph.ca/d21/home/266830>

Under OHSA a "Worker" is defined as any person who "performs work or supplies services for monetary compensation." A "supervisor" is defined as any person who "has charge of a workplace or authority over a worker."

If you are receiving this e-mail you are required to complete this mandatory training. Please self-identify as either a worker or a supervisor, log onto Course Link and complete the course that most closely pertains to your role.

While this is mandatory legislated training, it is important to the University that all faculty and staff have the appropriate level of health and safety awareness. If you have any questions please contact EHS at x53282 or ehs@uoguelph.ca.