

Health and Safety Summary 2022

*****Updated January 26, 2022 with current information regarding COVID-19 safety protocols on campus and training required for the Winter semester. Please keep informed as details may change as the semester progresses.**

Remember: work that can be done remotely should still be done remotely. If you do need to access facilities on campus, please be aware of the precautions in place at the University and strictly adhere to all safety precautions to limit the potential for transmission of the virus - **obey all occupancy signage, wear PPE (KN95/N95 are recommended for CBS labs), wash hands & physically distance at all times.**

What do I need to do if I am working completely remotely for Winter 2022? I.e., not coming to campus for any reason:

- [Self-register and complete the four online safety courses](#) required by CBS (WHMIS, Lab Safety, Biosafety and Worker Health and Awareness). Save your certificates as PDF files. More info below.
- Even if you do not intend to come to campus, please [upload your proof of vaccination or your completed vaccination exemption request form](#).
- Be aware of the training needed for campus research in the event your situation changes.
- Be aware of the specific COVID-19 protocols in place in the event you need to come to campus.
- Review the [Return to Campuses website](#) for detailed information.

What do I need to do if I am conducting research on campus for Winter 2022 and/or coming to campus for any reason:

- You must be fully vaccinated or have received an approved exemption to visit campus and access U of G buildings and facilities. Proof of vaccination is required and you can [upload your proof of vaccination or your completed vaccination exemption request form](#).
- [Self-register and complete the four online safety courses](#) required by CBS (WHMIS, Lab Safety, Biosafety and Worker Health and Awareness). Save your certificates as PDF files. More info below.
- Complete the [COVID-19 Infection Prevention and Control Awareness course](#) on Courselink. Understand the COVID-19 precautions such as wearing a face mask on campus and social distancing.
- Ensure you are very familiar with your faculty member's Research Management Plan and expectations.
- Before you come to campus each time, you need to complete [the U of G COVID-19 Screening Form](#). You can also access the form easily in the [Safe Gryphon App](#). Do not come to campus if the form indicates you should stay home.
- Each time you come to campus, you need to record it on your lab's tracking sheet and be sure you are cleaning the lab area and equipment properly after use.
- When you first come to campus for lab work, you will need a lab orientation with your faculty member or lab designate. You need to complete [CBS forms Part A and Part B](#). You will submit Part A with safety certificates to Robin Van Alstine (rvanalst@uoguelph.ca). More info below.
- Understand what additional training you may need, the specific risks of your research project/lab area, what to do in an emergency etc. More info below.
- Stay informed about any changes in protocols across the University, and in your lab.
- Review the [Return to Campuses website](#) for detailed information.

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

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|----------------------|------------------------------------|
| - Premila Sathasivam | - Philip Millar |
| - James Turgeon | - Amy Tucker (Katarina Doma) |
| - Chris Norman | - Siobhan Woods (Graduate Student) |
| - Diana Philbrick | |
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1. CBS Health and Safety Binder:

- Should be located in each research laboratory – not the PI's office!
- CBS Safety Handbook was updated in 2019:
https://www.uoguelph.ca/cbs/sites/uoguelph.ca.cbs/files/CBS_SAFETY_HANDBOOK-2019.pdf
- 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 Robin Van Alstine
Part A: Safety Orientation*	ALL personnel	Once	Yes, as a scanned copy in PDF file with other completed certificates
Part B: 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	Kiranvir Viridi rad@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 a Biohazard or REB permit	Once	HNURU	Register through: Katarina Doma kdoma@uoguelph.ca Premila Sathasivam psathasi@uoguelph.ca	

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HNRU General and Kitchen Safety Orientation	ALL personnel working in the HNRU	Once	HNRU	Katarina Doma, kdoma@uoguelph.ca	
Human Anatomy	GTAs, GSAs, Work study, Co-op Students, Lab Assistants and Volunteers	Once	Human Anatomy Lab	Premila Sathasivam psathasi@uoguelph.ca James Turgeon, Ian Scagnetti anatedu@uoguelph.ca	

†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 Robin Van Alstine 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)
- SDS Access Instructions
- 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
- Guidelines for Handling Packages Containing Nuclear Substances

For a Level 2 Biohazard permitted lab:

- Level 2 Biohazard permit
- Biological Spill Procedures
- 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/system/files/CBS%20Self-Inspection%20Tag-%20fillable.pdf>
 - Form should be posted prominently in the lab and signed by the “inspector” every month

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- 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. 2000**, or 52000
- 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. Scan report and send to EHS (ehs@uoguelph.ca) WITHIN 24 hours of the incident. Copy will be received by both Occupational Health and Wellness and Environmental Health and Safety.

6. Permits and Forms:

Permit	Contact	Website
Radiation	Kiranvir Viridi, Radiation Safety Officer	https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-programs/radiation-safety
Human Ethics Approval	Katelyn Wadleigh, Manager 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. Working Alone Policy

- Volunteers should never work alone. Undergraduate students generally are not allowed to work alone, unless specifically trained and permitted by faculty. Some activities are not permitted for anyone to do when working alone and/or after hours: dispensing very hazardous chemicals and cryogenics, meeting 1 on 1 with human participants, changing gas cylinders etc.

8. Laboratory Waste Disposal

Biohazard Waste Drop-off:

- Biohazard waste bags and sharps containers should be placed in medical waste management bin found within ANNU room 382.

Chemical Waste Pick-up (Fridays):

- 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

9. Compressed Gas Cylinders:

- Transfer of cylinders should be done by TWO PEOPLE.
- 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 the main office.

10. 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.

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

Form/ Training	Who?	How often?	Notes
EHS WHMIS	Everyone	Once	Copies of all training records and Release waiver to Robin Van Alstine. Copy of waiver will be sent to Christi Cooper with Ministry of Labour Online certificate of completion.
EHS Lab Safety	Everyone	Once	
EHS Biosafety	Everyone	Once	
Release and Indemnification Form for Volunteers*	Volunteers ONLY	Once	
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 <https://www.uoguelph.ca/hhns/> Under Safety: Volunteer Waiver Form

† This is taken in lieu of "Worker Health & Safety Awareness". The MOL's online training course is found at: <https://www.labour.gov.on.ca/english/hs/training/workers.php>

A non-U of G volunteer is able to register for EHS courses without a central login, except for Worker Health and Safety since it is reserved for employees of the university only. Registration for EHS courses can be done: <https://www.uoguelph.ca/hr/hr-services-environmental-health-safety-training/course-registration>

- Click on "Register for EHS courses," click the course you would like to register for.
- On the bottom of the page select "Don't have a central login? Use your email to register"
- Provide any email address and to move to registration page. Be sure to save and print certificates.