**BASIC POLICY AREAS** (PIs and Lab Managers may need to add others)

* **Student responsibilities**
  Required training (Safety 1000, WHMIS, radiation, biohazard)

  No food and drink (consumption or storage)
  Participation in monthly safety checklist
  Individual signatures indicating reading of Lab Safety Plan

* **Safety clothing and equipment**
  Lab coat, eye protection, gloves
  Fume hood,
  Eye wash / shower
  Fire extinguisher location

* **Emergency procedures**
  First aid kit and first aid responders
  Spill kit,
  Accident form

* **Records**
  Chemical inventory

* **Housekeeping**
  Floors, benches and sinks to be kept clear, clean and tidy
  Faucets – turn off after use
  Glass and sharps disposal
Individual Laboratory Safety Plan (LSP) Template draft only

* Hazards (chemicals, equipment)
  Material Safety Data Sheets (MSDS) and labels

  Identification and risk communication of specific hazards: highly dangerous chemicals (eg., acids, metabolic poisons, solvents, carcinogens, powders) and highly dangerous equipment (eg., gas cylinders, centrifuges).

  Storage and transport thereof

* Fire
  Use of flame
  Emergency evacuation procedure (Eg Fire Alarm).
  Extinguishers (location, use of)

* Electrical
  Use of extension cords – CSA only, good condition (no fraying), NOT linked in series, one device per cord, disconnect after use (or use power bar)

  Equipment - ample space to wall outlet, turn off when not in use

* Undergraduate students and visitors
  Working hours, keys, persons allowed access to the laboratory.

* Individual risk Assessment

* Working alone (after regular hours) procedures

* Checklist (monthly)

* List of current personnel & signatures.

* Signature of PI or Lab Manager:

* Date: