PURPOSE

This Safe Work Practice (SWP) provides advice to ensure and document that Instructors, Departmental Technicians, Teaching Assistants, Students, Staff, Visitors, and others are not exposed to unacceptable levels of hazardous chemicals, biolog92 reW6rdous chemp(m)-dilog92ae(SWP3ed to

privilege to participate in laboratory activities as outlined in the **FSSC-SSWP-018** Science Safety Policy. Students who have not completed required pre-lab activities, or have missed critical information at the start of the laboratory due to late arrival, may be asked to leave the laboratory if failure to undertake the pre-lab activities or missing start of lab instructions presents a safety risk to their work within the laboratory. Such an occurrence may result in academic penalty in the form of lost marks for the missed activities. For more details on working safely in laboratories, please see **FSSC-SSWP-015** Guidelines for Safe Work Practices in Laboratories.

3.2 If an experiment is to continue unattended OR outside of regular working hours (i.e. evening, overnight, weekends and holidays) the Laboratory Instructor shall complete the **Experiment in Progress Form.** The form must be prominently displayed on the lab door outside of the teaching area. A duplicate copy of the form may also be posted on or near the equipment in use (e.g. growth chamber door, fume hood, glove box). The form includes contact information for the Laboratory Instructor and Supervisor, as they will be contacted if there is an issue with the experiment. If there is a concern about posting personal contact information publicly, a Teams phone number may be used and set to forward to a personal number. Students, staff, or faculty working alone during evenings or weekends should advise Security when they arrive and leave campus. Security will check on those working alone during their rounds, as part of the Lone Worker/Student program.

3.3 Substances or processes that use solvents, volatiles, or toxic substances, etc. or which produce volatiles, particulates, smoke, etc., require engineering controls as per the Safety Data Sheet (SDS) or hazard/ risk assessment. These substances or processesThe form includes contact

3.9 Anyone undertaking teaching or learning activities in teaching laboratories (e.g. Faculty, Staff, Students) will ulty,

4.4 For activities described in this document, the Departmental Technician(s) are recognized as individuals normally responsible for the day-to-day maintenance and preparation of a teaching laboratory and/or course laboratory.

4.5 The Laboratory Instructor is the individual responsible for teaching the laboratory activity.

5. SAFETY EQUIPMENT AND SUPPLIES

5.1 Exposure controls and/or monitoring devices recommended by the SDS, manufacturer, or applicable regulatory body, shall be present and used as required. Where there is lack of recommended controls, an effort shall be made to identify "best practices".

5.2 Verify that safety equipment is in good working order before beginning laboratory work. Any Student, Staff, or Faculty member who identifies missing or faulty safety control equipment (e.g. fume hoods, biosafety cabinet, glove box, eye wash and emergency shower stations, fire extinguishers, first aid kit, etc.) within laboratories shall notify the Laboratory Instructor immediately, who shall in turn notify the Safety Advisor, Science Activities. Persons who identify faulty or inadequate safety measures can file an incident report https://www.smu.ca/about/ohs-reporting-incidents-and-injuries.html or https://www.smu.ca/faculty-of-science/science-reporting-hazards-incidents-injuries.html. The incident report form may also be used to report injuries, incidents, and near misses.

5.3 The Laboratory Instructor shall take every reasonable measure to report and correct deficiencies noted in section 5.2 in a timely manner.

5.4 The Laboratory Instructor shall ensure proper housekeeping based on the known teaching activities. The Laboratory Instructor shall ensure that adequate personal protective equipment (PPE) and SDSs are available, and that substances are properly labeled.

5.5 It is the responsibility of the Laboratory Instructor to ensure that the Departmental Technician(s) are provided with the most recent working copy of the lab manual for preparation purposes.

5.6 It is the responsibility of the Laboratory Instructors and Departmental Technicians to read and understand the lab manual, ask clarification questions if needed, and to ensure activities are within their means of competence.

5.7 All PPE required under this policy or by the Laboratory Instructor shall be used. The Safety Advisor, Science Activities may be consulted in determining appropriate PPE requirements.

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