

1. PURPOSE

This Safe Work Practice (SWP)

use (e.g. growth chamber door, fume hood, glove box). The form includes contact information for the Researcher 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 processes may only be used in laboratories equipped with fume hoods, fume extractors, glove boxes, or other necessary equipment as specified in the SDS or hazard/ risk assessment. Additional controls (elimination, substitution, administrative, PPE) for implementation may be identified during the hazard/ risk assessment. Chemical containers shall be covered or closed when not in use.
- 3.4** Supervisors are to complete a **Hazard and Control Assessment** prior to commencing work that is new or significantly different than previously performed (e.g. implementing a new procedure, using new or different equipment, working in a new location, etc.). On undertaking the work after completion of the hazard and control assessment, closely monitor the new work or procedure to ensure that exposure controls are operating as expected. Adjustments to the work procedure are to be made as needed. For more information on completing hazard assessments, please see **Chapter 3 of the OHS Program Manual**.
- 3.5** All substances used in an undertaking

- 4.1** Harmful substances may be classified as: chemical, biological, and radiation (radiation generating substances or equipment).
- 4.2** The route of entry shall reflect those definitions provided by WHMIS https://www.ccohs.ca/oshanswers/chemicals/how_chem.html. Chemicals must first contact or enter the body to harm a person's health. There are four major routes in which a chemical may enter the body:
- 4.2.1 Inhalation (breathing)
 - 4.2.2 Skin (or eye) contact
 - 4.2.3 Swallowing (ingestion or eating)
 - 4.2.4 Injection (skin penetration)

Use the hierarchy of controls to eliminate or reduce hazards.

- 4.3** A teaching laboratory shall be a room designated for the use of executing course laboratories detailed in the Academic Calendar.
- 4.4** Research and service laboratories shall be rooms

