

Title:	<i>SAFE WORK PRACTICE #015:</i> GUIDELINES FOR SAFE WORK PRACTICES IN LABORATORIES
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This Safe Work Practice is approved and maintained by the Faculty of Science Safety Committee. Please contact Leanne Lucas, Safety Advisor Science Activities, with any questions or concerns (leanne.lucas@smu.ca)

1. PURPOSE

1.1 This Safe Work Practice (SWP) provides guidance to Laboratory Instructors, Principal Investigators, Faculty, Departmental Technicians, Teaching Assistants, Students, Staff, Visitors, and others University.

2. SCOPE

2.1 Education to provide awareness of this SWP is the responsibility of the Safety Advisor, Science Activities. Enforcement of these instructions is the responsibility of the Department Chair and the Dean of Science.

2.2 It is the responsibility of the Laboratory Instructor, Principal Investigator, Researcher, Departmental Technician, Teaching Assistants and/or Staff to exercise these instructions for their respective duties.

2.3 This SWP will apply anyone participating in activities in teaching, research, and service laboratories in the Faculty of Science

3. HEALTH, SAFETY AND ENVIRONMENT

3.1 Working safely is responsibility. Each person is responsible for their own health and safety and the health and safety of those around them. All Students will follow the directions of the Teaching Assistant, Department Technician, Laboratory Instructor, Faculty, or Principal Investigator. Failure to follow health and safety directions may result in loss of 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.

3.2 Please refer to the practices outlined in **FSSC-SSWP-010** Guidelines for Safe Work Practices in Teaching Laboratories and **FSSC SSWP-011** Limitation of Exposure to Hazardous Substances and Their Products in Research Activities for procedures to be followed when conducting undergraduate or graduate research, leaving experiments unattended, and performing hazardous work.

3.3 Guidelines for Working Safely in Laboratories

3.3.1 Prohibited Activities: Within an area where chemicals and/or biologicals are received, stored, or handled (i.e. your laboratory room), the following activities are prohibited:

3.3.1.1 Eating, drinking, smoking, and chewing gum.

3.3.1.2 Drinking or filling drinking vessels from an eyewash station or laboratory sink.

3.3.1.3 Storing food or drinks for human consumption in the laboratory, laboratory fridge, or laboratory freezer.

3.3.1.4 Microwaving food in the laboratory microwave.

3.3.1.5 Applying anything to your face (lip balm, eyedrops, makeup, etc.).

3.3.1.6 Taking or applying personal medications (unless in an emergency situation).

3.3.1.7 Inserting or removing contact lenses.

3.3.1.8 Unless approved by the instructor, students in teaching labs should not use: cell phones, entertainment devices, or headphones/earbuds.

3.3.2 Check with your Laboratory Instructor, Supervisor, or Principal Investigator on whether there are restrictions on when work may be completed in the laboratory. Consult **FSSC-SSWP-010** Guidelines for Safe Work Practices in Teaching Laboratories and **FSSC SSWP-011** Limitation of Exposure to Hazardous Substances and Their Products in Research Activities

3.3.3.3

- 3.3.15 Label chemicals and samples with a WHMIS supplier or workplace label. Labels shall specify: the product name or contents, owner, date, safe handling procedures, and reference to the SDS, as applicable.
- 3.3.16 Ask questions to clarify laboratory and safety procedures.
- 3.3.17 Close containers after using them and cover chemicals while transporting through the laboratory.
- 3.3.18 Clean spills promptly. Leave the lab area at least as clean as it was when you arrived. Return items to their proper place before leaving the lab.
- 3.3.19 Complete work and ask questions in a respectful manner.
- 3.3.20 Discard items in the appropriate place. Separate chemicals for compatibility into the