

Individual Laboratory Safety Plan (LSP) Template draft only

PI or Lab Manager:

Department:

Room:

Office phone:

Home phone:

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

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*** 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:**