

1. 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, biologicals, or radiation while conducting teaching activities.

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, Departmental Technician, Teaching Assistants and/or Staff to exercise these instructions for their respective duties.
- 2.3** These instructions apply to all Laboratory Instructor, Departmental Technician, Teaching Assistants, Students, Staff, Faculty, and Visitors performing or participating in teaching activities in laboratories within the Faculty of Science.
- 2.4** This guidance outlines a system for periodic review and archiving of teaching laboratory experiments to prevent exposures from activities in teaching labs.

3. HEALTH, SAFETY AND ENVIRONMENT

- 3.1** If an experiment is to continue unattended **W*~~n~~B/F1 1,ereW*~~n~~B/F1 12 Tf1 0 0 1 152.06 272.nt 0 0 1747ve c**

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.

- 3.2 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.
- 3.3 Laboratory Instructors 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 **University OHS Program Manual**.
- 3.4 All substances used in an experiment must have their SDSs and any protocols or laboratory manual present in the laboratory. These documents must be reviewed by the Laboratory Instructor prior to use.
- 3.5 Exposure controls and/or monitoring devices recommended by the SDS or the manufacturer shall be present and used as required.
- 3.6 All substances, whether supplier manufactured or in-house synthesized, must be labeled with a WHMIS supplier or workplace label, as appropriate. The label shall specify the product name or contents, owner, safe handling procedures, and reference to the SDS, as applicable.
- 3.7 Laboratory wastes shall be collected and disposed of via **Work Instruction #13**.
- 3.8 Anyone undertaking teaching or learning activities in teaching laboratories (e.g. Faculty, Staff, Students) will participate in WHMIS education and approved by any relevant training, information, or instruction as appropriate.
- 3.9 Any use of teaching laboratories for non-teaching activities (e. g. research, outreach, service) requires approval by the Department Chair and the Dean of Science.

identify the names(s) of substances to be used in each experiment and any safety precautions that are required.

3.10.3 Manuals will clearly indicate the following: Course name, course number, revision date, room number(s), course instructor(s). The Laboratory Instructor will ensure rooms are appropriate for the type of laboratory work to be conducted.

3.10.4 An electronic copy of the laboratory manual will be emailed for review by the Safety Advisor, Science Activities no later than three weeks before the first day of classes.

3.10.5 The Safety Advisor, Science Activities will maintain an archive of manuals and associated documents.

3.10.6 The review process will be completed for each laboratory course at least every three years.

4. DEFINITIONS

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