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UNIVERSITY OF BRITISH COLUMBIA

# Department of Chemistry

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## Basic Safety Orientation

8/13/2014

## 1. Minimum Safety Training:

Before students commence working in any ChemDept research/service/instructional labs they are required to have completed the following:

- UBC Risk Management Chemical Safety Training (RMS150 & 151)
- Fire Extinguisher Training
- Chem Department Safety Orientation Form
- UBC Risk Management Bullying & Harassment Training

Your supervising research and instructional laboratory faculty and may require additional UBC Risk Management training courses and lab specific training; discuss this with your supervising Faculty Member.

**YOU** are required to maintain a personal record of your Individual's Record of UBC Safety Training and provide a copy of your records/documents/Certificates to your supervising Faculty to document completion of all UBC Safety Training requirements.

## 2. Personal Protective Equipment Rules:

You must wear a lab coat, fully enclosed shoes, and appropriate safety glasses/goggles at all times when working in laboratories in which chemicals are used. Only 100% cotton lab coats are acceptable for use in any of the Chemistry Department research/service/ instructional labs. When handling chemicals, you must also wear the appropriate type of glove. Please see the RMS Laboratory Chemical Safety Manual and the Chemistry Department Safety Policies for additional information. Note: specialized glasses are required in LASER labs. You must contact the supervising faculty for compliance requirements.

## 3. General Laboratory Rules:

- a. Keep aisles and exits clear of all obstructions. All hallways and doorways needed to exit the building must be kept clear of bicycles, desks, chairs, etc.).
- b. Absolutely no food or beverages are to be consumed or stored in areas designated as lab space. Garbage/waste containers in lab space cannot be used for food/beverage waste materials.
- c. Chemicals capable of forming peroxides (THF, diethyl ether, diisopropyl ether, dioxane, etc) must be labeled with the date of opening, date of last testing, and the person responsible. It must be tested for peroxides every 3 months. Peroxide test strips are available for free in ChemStores.
- d. Before you use a chemical in the laboratory, make sure you read the MSDS (LINK).
- e. If you are not comfortable with the safe handling of a chemical, do not use it until you have had further training.
- f. It is highly recommended that you perform a risk analysis prior to performing a new experiment in which you consider all the possible safety concerns and find ways to minimize the risk of an accident.

#### 4. Workplace Conduct Rules:

- a. Horseplay, threats, assaults, and fighting are prohibited, as are practical jokes and unnecessary running. For specific WCBC rules, see: *link*
- b. Bullying and/or harassment will not be tolerated in the Chemistry Department and may result in expulsion from the program.

#### 5. WHMIS System:

You must be familiar with the Workplace Hazardous Material Information System. This is part of the on-line RMS Chemical Safety Training. *LINK*

#### 6. Working Alone:

It is recommended that you avoid working alone in the laboratory. If you need to be in the laboratory after hours, keep friends and family informed of your schedule to avoid worries. Let someone (your supervisor or someone from the next door lab) know that you are planning to be in the laboratory alone, so they can come and check up on you. You are required to record hourly contact with someone. Also, please consult the UBC Working Alone or In Isolation policy (*LINK*).

#### 7. First Aid Services, Reporting Injuries or Illness:

The University first aid number is 2-4444. This information, and additional emergency numbers are located on Chemistry Department Emergency Procedure. In the event of an illness or accident, reports (*link*) are required to be submitted to the Chemistry Department Safety Office (A-237 or e-mail [chemsafe@chem.ubc.ca](mailto:chemsafe@chem.ubc.ca)) within 24 hours of the event.

#### 8. Spills:

If you find any spills that need to be cleaned up, notify the Chemistry Department Safety Office (A-237, 7-5216, or e-mail [chemsafe@chem.ubc.ca](mailto:chemsafe@chem.ubc.ca)). Spills that are not cleaned up promptly can result in serious slip-and-fall injuries. For additional information, see the Chemistry Department Spill Control policy (*link*).

If you use any supplies from ChemDept Spill Karts in the process of cleaning up spills, *complete a Spill Report Form or e-mail and send to ChemDept Safety Office so that the Spill Kart can be reviewed and re-stocked.*

## 9. Transporting Liquid Nitrogen Cylinders in Elevators

No one is permitted to travel inside an elevator while it is transporting a liquid nitrogen cylinder. If you need to transport a liquid nitrogen cylinder in a departmental elevator, make sure the proper caution strap is attached across the entry of the elevator.

Transporting liquid nitrogen cylinders requires two persons: One to send from "loading floor" and one to receive at "off-loading floor."

## 10. Walking alone to car or home at night

If you are walking alone to your car or home at night, you have several campus resources that you can utilize, such as:

The **AMS Safe Walk program**, call (604) 822-5355 or visit the website at:  
<http://www.ams.ubc.ca/services/ams-safewalk/>

**Blue Emergency Phones on Campus:** more info on:  
<http://publicsafety.tufts.edu/police/help-in-a-hurry/blue-light-telephones/>

**UBC Community Shuttle:** <http://transportation.ubc.ca/transportation-options/transit/community-shuttles/>

## 11. Research and Teaching Laboratory Specific Training

You are not allowed to use laboratory equipment or chemicals until you have received proper training. Every laboratory in the Chemistry Department is required to have laboratory specific training. You must complete this prior to commencing work.

**Contact the Chemistry Department Safety Office (A-237, 7-5216, or e-mail [chemsafe@chem.ubc.ca](mailto:chemsafe@chem.ubc.ca)) if you have any questions regarding:**

- Safety training or requirements; or need assistance with registration
- Chemical waste disposal/removal
- Fire Safety/Assembly areas
- First Aid/injuries, reporting requirements/forms
- Spill clean-up information/assistance, reporting requirements/forms