

10. Safety Requirements

Prior to Gaining Laboratory Access:

1. Students must have current WHMIS training.
2. Lab coats and safety glasses are required, and perhaps safety shoes.
3. Students must read and understand the [Departmental Safety Manual](#).
4. Students and supervisor must sign the "[Departmental Safety Expectation](#)" form.
5. Student and Supervisor must complete the "[Student/Worker Safety Orientation](#)" checklist.
6. Each group must complete an "[Experimental Procedures for Thesis Projects](#)" form and obtain approval from the Supervisor and Safety Officer. You should attach your research proposal to this form.
7. Students should familiarize themselves with information regarding safe use and handling of chemicals on the [Queen's University Environmental Health & Safety Page](#) by following the links under the "Chemical" and "Biosafety" menu tabs located along the top of the webpage.
8. See the [Queen's University Environmental Health & Safety website](#) and www.msds.com for links to Material Safety Data Sheets.
9. Receive training on the use of equipment and laboratory protocols.
10. Submit all three required safety forms to the Departmental Safety Officer, Kelly Sedore BEFORE starting any laboratory work.

Additional Safety Protocols:

1. Each group will re-submit the "[Experimental Procedure for Thesis Projects](#)" form if their thesis project changes significantly from their original statement. Approval must be obtained from the Supervisor and Safety Officer for continuing access to the laboratory.
2. Students will **NOT BE ASSIGNED** a desk in the laboratories.
3. Students will have 8:30 am to 5:30 pm Monday to Friday access to the Dupuis B22 laboratory with their i-button.
4. Students will be instructed **not to work alone** in any laboratory after regular working hours.
5. Students must have their supervisor's written permission (email acceptable) each and every occurrence they work after regular working hours. When students are granted permission to work after hours the supervisor will instruct the student to follow the Lone Worker Program outlined below. Supervisors are requested to periodically check with security to ensure this procedure has been followed.
6. Students will not be allowed to perform hazardous work alone, or after hours.
7. Students who allow unauthorized persons into any laboratory area or violate any safety protocols will have their access privileges suspended.

Lone Worker Program:

If you work alone at night (or weekends, holidays, etc.) call phone Campus Security at **613-533-6080** and report where you are working, how long you will be there, and the phone number of the closest phone. The operator will ask you: to call again when you leave, approximately what time you expect to leave, and if you would like a security escort when leaving. If you do not call at the end of your work period, security staff will come and check on you.

<http://queensu.ca/security/services/lone-worker-program>

Student Safety Checklist

Have you completed the following tasks **prior to the start-up of any experimental work?**:

Safety Description	Course Requirement	Student Checklist
Current WHMIS Certification	✓	
Read and Understand Departmental Safety Manual	✓	
Read and Understand Chemical Safety Information on Queen's University Environmental Health & Safety Page	✓	
Complete Departmental Safety Expectation Form	✓	
Complete Student/Worker Safety Orientation Checklist	✓	
Complete Experimental Procedures for Thesis Projects Form	✓	
Receive training on the use of equipment and laboratory protocols.	✓	

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