Basic Lab Rules:

Trent University has set some basic lab rules which shall be followed by all personnel working in a lab which contains hazardous materials. Any deviation from these rules shall only be allowed where the deviation is used to create a safer work environment.

1. All personnel shall be trained in basic chemical safety prior to acquiring or using hazardous chemicals in a lab. Consult the Training Guide for details.
2. The storage or consumption of food and drink in any area where hazardous chemicals are used or stored is prohibited.
3. Smoking and Vaping within all university buildings and facilities is prohibited.
4. Mouth pipetting of any nature is prohibited.
5. Horseplay in labs is prohibited. Lab workers shall always maintain a professional level of deportment.
6. When working with hazardous material, the appropriate PPE shall be worn by the users and at a minimum include eye protection, gloves (where appropriate) and lab wear as well as any other PPE recommended by the SDS for the substances used in the lab or by the supervisor. It is important that the “correct” PPE be selected specifically for the hazard identified to ensure that it will protect against the hazard and that if necessary training for the use of the PPE is performed (eg., fit testing for respirators or the selection of the proper glove material for the chemical). If PPE is recommended by the SDS or the supervisor or by “best practice” than the PPE shall be provided by the supervisor to the lab worker. If the supervisor requires the PPE then the lab personnel shall use the PPE.
7. PPE shall not be worn outside of the lab in public areas or corridors to prevent contamination of those areas.
8. Personnel working in areas where hazardous chemicals are stored or used shall be familiar with the proper care and use of the safety equipment located in that area (eyewash, deluge shower, fumehood, fire extinguisher etc…)
9. Open toed footwear or high-heeled shoes are prohibited from labs with hazardous material.
10. Safety interlocks or guards on laboratory equipment shall not be defeated in any way.
11. Where chemicals have been decanted from their original containers (either in their original concentration, in diluted form, or as a mixture/solution with other chemicals) the new containers shall be labelled with the name(s) of the chemical(s), the concentration and the appropriate hazard as per the WHMIS regulations.
12. Working alone with hazardous material after hours is to be discouraged. If it must occur than completion of a Working Alone Protocol is advised. Workers are advised to inform their Supervisor and Campus Security of their location and the length of time they will be working. Working alone with very hazardous material (such as Fluoric acid) is prohibited. Supervisors shall determine when lab workers may work alone after hours.
13. Experiments must not be left unattended unless they have been designed to be safe to do so.
14. Unsafe conditions shall always be reported to the Supervisor as soon as possible.
15. Working with chemicals which produce or may produce hazardous vapours, gases or fumes shall always be done in a fumehood. Work with perchloric acid > 72% shall always be done in a perchloric acid hood and shall follow the Perchloric Acid SOP, work with Hydrofluoric acid shall follow the Hydrofluoric Acid SOP.
16. Lab personnel should always keep in mind that in the event of an emergency such as a fire alarm, or lock down, that any work going on at the time may be interrupted without warning. Personnel should always be prepared to secure hazardous material in a safe fashion until the emergency is over.
17. The possession and use of some hazardous materials are regulated by either internal or external requirements. Please check the “Regulated Chemical List” to determine which chemicals are on the list and their requirements for use.