

Safety reminder for Laboratory Supervisors

1) Inventory of your first aid kit has to be done 4 times/year.

2) A guest account needs to be available to access your chemical inventory on **MyLab**. This account needs to be known by lab personnel and can be posted next to a computer for usage by guests and custodians.

3) It is good practice to **inspect your laboratory** a few times per year. The EHS form can be found here:

http://www.mcgill.ca/ehs/files/ehs/ehs-form-003_v.2.2_labinspectionformehs.pdf

You can also use the laboratory self-inspection form attached to this document.

4) New Laboratory members

When a new employee or student is starting to work in your lab, there are many things to consider and it is easy to forget some of them. A good way to let the new person know about the resources available is to make them fill the “Laboratory Safety Inspection Checklist” form that can be found here:

<http://www.mcgill.ca/ehs/programs-and-services/newpi>

It is always worth it to take time to visit the department with newcomers, introduce them to key people, and show them where the different kinds of waste needs to go. They also need to be trained according to the work that they will have to do and it is good to keep a training history with the date of the training and the name of the trainer. The following training is available from EHS:

- WHMIS
- Hazardous waste disposal
- Laser safety training
- Principles of Laboratory Radiation Safety
- Introduction to biosafety
- Safe use of a biological safety cabinet

The complete list is available here: <http://www.mcgill.ca/ehs/training>

The newcomers also need to be informed about safety rules such as:

- Wearing personal protective equipment (when and where to use them and where to store them)
- Rules about listening to music in the lab
- The Working Alone Policy and the Unattended Experiment Poster
- How to access to MyLab
- How to work safely with safeguarded equipment
- Standard Operating Procedures (SOP) in use in the laboratory