

McGill School of Human Nutrition
Safety Orientation
Winter 2020 (Jan 14, 2020)

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Chair, Departmental Safety Committee

School of Human Nutrition, McGill University

OVERVIEW

- Overview of Departmental Safety Committee
- Your Responsibilities
- Safety Courses – overview and dates
- Scenarios

Departmental Safety Committee Members

- Prof. Nil Basu (Chair)
- Prof. Linda Wykes
- Prof. Luis Agellon
- Prof. Stan Kubow
- Prof. Kristine Koski
- Paul-Guy Duhamel
- **Student rep (TBD) *****
- Jenny Eng
- Paula Lavery
- Catherine Vanstone
- Michele Iskandar
- Dukgyu Lee
- Christine Gurekian

Safety Committee Duties (1 of 2)

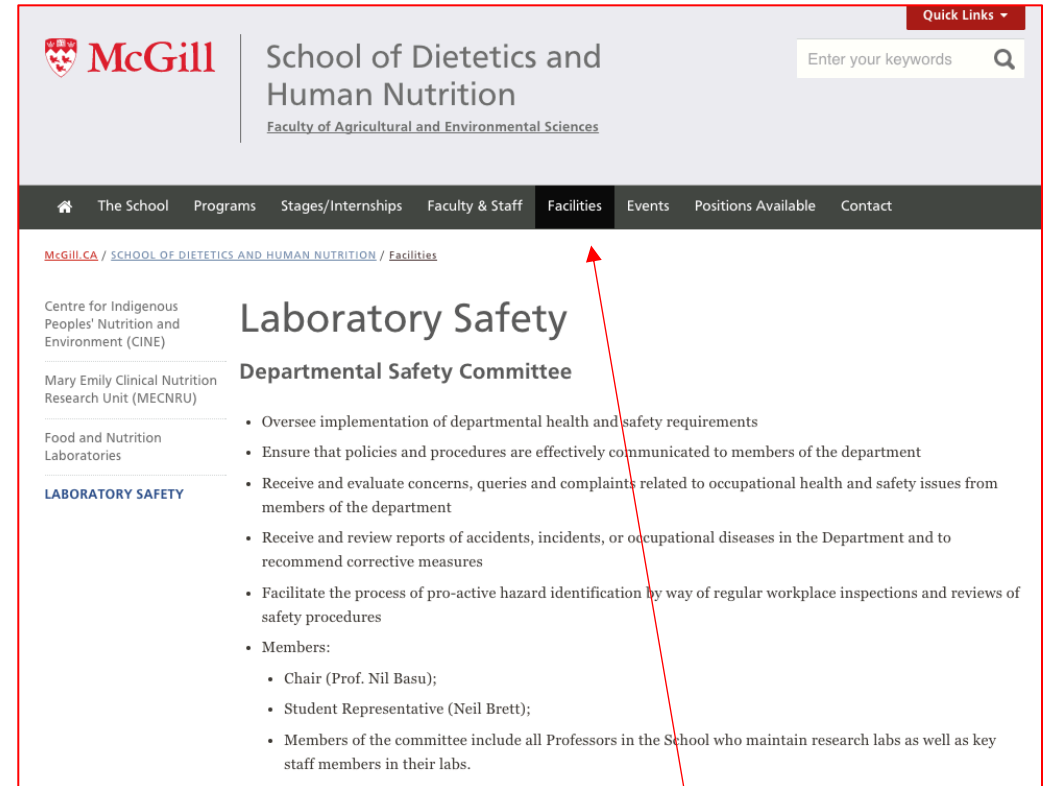
- Oversee implementation of departmental health and safety requirements
- Ensure that policies and procedures are effectively communicated to members of the department
- Receive and evaluate concerns, queries and complaints related to occupational health and safety issues from members of the department

Safety Committee Duties (2 of 2)

- Receive and review reports of accidents, incidents, or occupational diseases in the Department and to recommend corrective measures
- Facilitate the process of pro-active hazard identification by way of regular workplace inspections and reviews of safety procedures

How we communicate

- Emails to Profs and Staff on Committee → You
- Term emails to you
- Website →
- Via student events



McGill | School of Dietetics and Human Nutrition
Faculty of Agricultural and Environmental Sciences

Quick Links

Enter your keywords

The School Programs Stages/Internships Faculty & Staff **Facilities** Events Positions Available Contact

McGill.CA / SCHOOL OF DIETETICS AND HUMAN NUTRITION / Facilities

Centre for Indigenous Peoples' Nutrition and Environment (CINE)

Mary Emily Clinical Nutrition Research Unit (MECNRU)

Food and Nutrition Laboratories

LABORATORY SAFETY

Laboratory Safety

Departmental Safety Committee

- Oversee implementation of departmental health and safety requirements
- Ensure that policies and procedures are effectively communicated to members of the department
- Receive and evaluate concerns, queries and complaints related to occupational health and safety issues from members of the department
- Receive and review reports of accidents, incidents, or occupational diseases in the Department and to recommend corrective measures
- Facilitate the process of pro-active hazard identification by way of regular workplace inspections and reviews of safety procedures
- Members:
 - Chair (Prof. Nil Basu);
 - Student Representative (Neil Brett);
 - Members of the committee include all Professors in the School who maintain research labs as well as key staff members in their labs.

Click on FACILITIES

School Safety Resource Personnel

1. Your supervisor
2. Departmental Safety Committee including me and your student representative
3. All the technicians and research associates

Responsibility in the Lab

- All personnel, including directors, supervisors, employees and students (incl. NON-“LAB” people) have a duty to fulfill their obligations with respect to maintaining a healthy and safe work environment
- We all work together to ensure a safe working environment

Why?

- Accidents have happened... people have been seriously injured
- Nobody can foresee when accidents occur. So we have to be always ready to prevent them and to respond if they do occur

Safety Begins with YOU

- Listen to your supervisor's advice
- Read the Safety Manual
- Take responsibility for your safety
- Be conscious of the safety of others
- Get involved: report incidents or potential hazards

Safety Begins with YOU – more specifically:

EVERY graduate student doing laboratory research has to:

- 1) Attend and pass WHMIS, and *keep this updated!*
- 2) Register in MyLab – that's where to find SDS
- 3) Take all required safety courses – as determined by your supervisor
- 4) Report accidents and injuries within 24 hours using the accident and incident reporting form

Lab safety orientation checklist

Submit the SHN lab safety checklist to your supervisor after completing the activities

*** REGULARLY VISIT AND UPDATE THIS

Laboratory Safety Orientation Checklist **McGill School of Human Nutrition**

Name (Print)

Supervisor (Print)

Date Completed (DD/MM/YY)

A Laboratory Safety Orientation Checklist must be completed by all students within one month of arriving into the School (this applies to students working in the lab as well as those not working in the lab so that everyone is aware of safety-related issues). It is recommended that both the student and advisor keep original copies. Updates can be made during the course of a student's study (simply initial and date changes). It is advised that student's review annually with their advisor, and document such events.

Students: Please check all items which were fully explained to you by your laboratory supervisor or delegate, for which you have received training and/or for which you have read written procedures. For those items not applicable to your work or research activities, indicate N/A (not applicable).

1. INTRODUCTION

I was informed of McGill's Health & Safety Policies, including:

- Laboratory Responsibilities (<http://www.mcgill.ca/ehs/laboratory/lab-safety-responsibilities>)
- Health & Safety Internal Responsibility System (<http://www.mcgill.ca/ehs/policies-and-safety-committees/policies/internal-responsibility-system>)
- Personal Protective Equipment Policy (Laboratory Safety Manual, section 11-http://www.mcgill.ca/ehs/node/37/#eli_11)
- Accident & Incident and Occupational Reporting Procedure (<https://www.mcgill.ca/ehs/forms/forms/accident-and-incident-report>)

2. SAFETY RESOURCES

I was informed of the various health & safety resources available, including:

- Department Safety Committee (Chair: Dr. N Basu)
- School's Safety Website (<https://www.mcgill.ca/nutrition/facilities/laboratory-safety>)
- Certified First Aid Providers (Listed on the back of the lab door; <https://www.mcgill.ca/ehs/files/ehs/rptfirstaidreportnovember272017.pdf>)
- Environmental Health & Safety (514-398-4563, www.mcgill.ca/ehs)
- McGill Student Health Services (students only, www.mcgill.ca/studenthealth/)

3. EMERGENCY PROCEDURES

- I was informed of McGill's Emergency Phone Numbers and procedures.
In case of an accident or incident requiring ambulance, fire or police call 911 - if you call 911 from a cellular phone, you must also call McGill Security Services immediately at:
Downtown: 514-398-3000 (MNI: 55-555) Macdonald Campus: 514-398-7777

McGill Safety Resources – TRAINING

<http://www.mcgill.ca/ehs/training/>

- **Biosafety Training** (including Introduction to Biosafety and Safe Use of Biological Safety Cabinets)
- **First Aid Training**
- **Internal Responsibility System**
- **Hazardous Waste Management & Disposal Training for Lab Personnel**
- **Laser Safety Training**
- **Radiation Safety Training**
- **Workplace Hazardous Materials Information System (WHMIS) Training for Laboratory Personnel**
- **myLab Training**

Non-“Lab” (dry lab, field sites, classes only)

- Be prepared!
- Wet labs here are largely unavoidable
- Within a few meters from here are countless hazards (biological, chemical/toxic, physical, radiological, etc)
- You are not exempt from fires, smells, explosions, etc.
- You are not exempt from proximal hazards & incidents (e.g., ergonomics, trips and falls, electrical circuits)
- Safety courses are fun (and add to your CV)

Safety Begins with You

1. Be aware of your surroundings
2. Politely correct others not following safety guidelines (personally or anonymously)
3. Evaluate your surroundings for unsafe procedures since they can harm you
4. Before you begin lab work know the location of safety features (showers, eye wash stations, fire extinguishers, fire exits)

Safety Begins with You

Before you begin a new procedure

1. ID hazards & exposure routes
2. Evaluate the risks (hazard x exposure)
3. Determine the worst-case scenarios
4. Plan for the worst-case scenarios

Incident requiring ambulance, fire, police???

- CALL 911
- NEXT call Mac Security at 514 398-7777
- Report all incidents to your Supervisor
- Fill out an incident report form (→ Supervisor)

(Emergency) Situation - not quite “911” but minor accident, hazardous spill, gas smell

- ASAP Advise your Supervisor (or Departmental Office, School Safety Chair)
- If needed call Mac Security at 514 398-7777
- Report all incidents to your Supervisor
- Fill out an incident report form (→ Supervisor)

Emergency Telephone Numbers

Situations requiring immediate internal assistance

Call **McGill (Macdonald Campus) Security: 514-398-7777**

- Chemical spills
- Flooding
- If you use a fire extinguisher
- Any other reason you would want a security officer present

Emergencies requiring immediate external assistance

Call **911** then call **McGill Security: 514-398-7777**

- Montreal Police
 - Montreal Fire Department
 - Ambulance Service
- Report all incidents to your supervisor**

Emergency services will need to be escorted by McGill Security.
Therefore, if you ever call 911, call McGill Security afterward.

Certified First Aid Trainers in the School

Department School of Human Nutrition

Certified First Aid Provider	Room Number	Telephone	Ext.	Certification Valid Until
Christine Gurekian	MS2-019	(514) 398-7842		20-Apr-21

Building Maple 7 (Mary Emily Clinical Nutrition Research Unit)
7 Maple, St Anne de Bellevue (Quebec) H9X 2E3

Department School of Human Nutrition

Certified First Aid Provider	Room Number	Telephone	Ext.	Certification Valid Until
Catherine Vanstone	1	(514) 398-7527		20-Apr-21

Building C.I.N.E. Building
21111 Lakeshore Road, St Anne de Bellevue (Quebec) H9X 3V9

Department School of Human Nutrition

Certified First Aid Provider	Room Number	Telephone	Ext.	Certification Valid Until
Treena Delormier	203	(514) 398-7705		17-Jan-22

MORE HERE (Other Buildings)

https://www.mcgill.ca/ehs/files/ehs/rptfirstaidreportmarch_8_2019.pdf

Post Incident

- Fill out a report within 24 hrs and submit to your Supervisor
- NOW A WEBFORM (<http://webforms.mcgill.ca/ehs/ehs.asp?bhcp=1>)
- Supervisor reviews, signs and sends off to EHS
- EHS to follow-up accordingly
- <http://www.mcgill.ca/ehs/forms/forms/accident-and-incident-report>

Have a Safety Concern (e.g., ergonomics, air quality, general concerns, etc)

- Advise your Supervisor or School Safety Rep
- If needed, contact the Chair of the School Safety Committee, and then contact EHS (ehs@mcgill.ca)
- Documentation and reporting is key
- ALWAYS speak up

Closing Remarks

- Questions???
- Email sent with key information
- Familiarize yourself with the EHS Website (visit through the School's website)
- Familiarize yourself with your responsibilities
- Be Safe!