

# UNIVERSITY OF VICTORIA LAB SAFETY PROCEDURES

The following General Lab Safety Procedures outline the **minimum requirements** for work in all research and teaching laboratories. Ensure all appropriate job specific training is complete prior to commencing work in laboratories and that you are comfortable with the environment.

## GENERAL LAB SAFETY PROCEDURES

1. All individuals must (at minimum) review these general lab safety procedures and become orientated to the lab before working in a lab. WHMIS training is required for all employees handling or working with hazardous materials (please contact the Occupational Health, Safety, & Environment Department ohs@uvic.ca). Ensure you receive specific job training from your supervisor when dealing with hazardous materials in addition to the general WHMIS training.
2. Become familiar with the lab surroundings and locate the eyewash, shower, fire alarm, fire extinguisher, gas shut offs, and all emergency exits in case of any emergency in the building.
3. Protective laboratory clothing (lab coats or gowns) must be worn and properly fastened by all personnel working in the laboratory. This protective clothing must not be worn outside of the lab in public areas (e.g. washrooms, lunchrooms, etc.). Tie back long hair and secure loose clothing.
4. Suitable footwear with closed toes and heels and preferably with non-slip soles must be worn in all laboratory areas. Bare legs are not acceptable when working with corrosives, reactives, toxic materials easily absorbed by the skin, radioactives or infectious materials.
5. Protective eyewear must be worn when working in a lab to protect the eyes from splashes, and harmful substances. Ensure the appropriate gloves are available in the lab and used when handling hazardous chemicals, toxins, and materials of unknown toxicity, corrosives, and hot/cold objects.
6. To minimize personal exposure, perform all work involving volatile, toxic or flammable materials, including solvents in a properly working fume hood.
7. Eating, drinking, smoking, storing food or utensils, applying cosmetics, and inserting or removing contact lenses are not permitted in any laboratory.
8. Hands must be washed before leaving the laboratory and at any time after handling materials known or suspected to be contaminated, even when gloves have been worn.
9. The laboratory must be kept neat and clean. Work surfaces must be cleaned at the end of the day. Ensure all aisles and exits are clear and free of hazards. Clean all used glassware and return to appropriate location.
10. Dispose of all waste in the appropriately labeled containers. Do not dispose of chemicals, liquids, corrosives, toxics, or other hazardous waste down the drain or in the trash.
11. Report any injuries or spills to your supervisor. Clean up all spills immediately. For further assistance, refer to the UVIC Spill Response Plan.
12. Supervisors must ensure a safe working environment by inspecting equipment and facilities regularly.

