

<b>McMaster University</b> <b>Centre for Microbial Chemical Biology</b> <b>Bioanalytical Lab, High Throughput Screening Lab, NMR and Protein Biology Lab</b> <b>MDCL-2330</b>		
<b>MANDATORY LAB SAFETY TRAINING</b>		
<b>CMCB2330safety.pdf</b>	<b>Revision No.: 5</b>	<b>Effective Date: October 1, 2017</b>

## 1.0 SCOPE

This document applies to all individuals who wish to work in the Bioanalytical, High Throughput Screening, NMR or Protein biology labs (hereafter MDCL 2330). This document must be followed and signed by the trainee's supervisor, and handed into the CMCB Research Manager at which time an appointment for lab safety orientation and site-specific training will be scheduled.

## 2.0 REQUIRED TRAINING

2.1 The following mandatory safety training must be completed and up-to-date prior to site-specific training and working in MDCL 2330:

1. WHMIS training (updated within the last 5 years)
2. EOHSS Fire safety training (updated within the last 3 years)
3. Asbestos Awareness
4. Chemical Handling and Spills (updated within the last 3 years)
5. Violence & Harassment Prevention (updated within the last 3 years)
6. Ergonomics
7. Slips, Trips and Falls
8. Autoclave Training

*Please bring proof of completion of the above listed courses to this orientation. This can be obtained from the safety office.*

2.2 The following lab safety orientation must also be completed prior to working in MDCL 2330:

1. Review location of emergency devices: eyewash station, safety shower, fire extinguisher, fire pull alarm, fire blanket, telephone, single stage alarm, evacuation route, and other safety related items.

- See Appendix II: Location of Emergency Devices and Emergency Evacuation Route
2. Evacuation procedure for NMR low oxygen alarm
    - In the event of an audible alarm or flashing lights, there is the possibility that there is low oxygen in the room. Move **immediately** to the hallway outside MDCL 2330, if the alarm is also audible in the hallway, it is the fire alarm, continue on the emergency evacuation route out of the building. If it is quiet in the hallway contact the NMR designate listed on the information sheet on the lab door and remain outside the lab, 10-15 feet from the main door and wait for the NMR designate to okay a return to the lab. Do not enter the lab under any other circumstances.
  3. Evacuation procedure for HTS BSL 2 screening system alarm
    - In the event of an audible non-pulsing alarm from the BSL2 robotic enclosure, there is the possibility that there is Biosafety level 2 aerosol/contamination in the room. Move **immediately** to the hallway outside MDCL 2330, if the alarm is also audible in the hallway and is pulsing, it is the fire alarm, continue on the emergency evacuation route out of the building. If it is quiet in the hallway outside the lab call the HTS designate listed on the information sheet on the lab door and move 10-15 feet down the hallway away from the lab and wait for the HTS designate to okay a return to the lab. Do not enter the lab under any other circumstances.
- 2.3 Site specific training will be given for the individual pieces of equipment/instruments in the lab and will be conducted by the lab manager or designate. The training form must be completed and signed before the trainee is permitted to use the equipment.
- See Appendix I: Equipment Training Completion Form

**Only after the above-mentioned training is completed may an individual work in the lab**

### 3.0 RELATED DOCUMENTS

1. Standard operating procedures (SOPs) available for laboratory equipment and processes are located in the safety binder for each individual lab.
2. Working alone policy – after the above training is completed you are authorized to work in MDCL 2330 during normal working hours, Monday to Friday 9am-5pm. ***In order to work outside these hours, you must review and sign the working alone policy with the CMCB lab designate for your area.*** A copy of this policy will be provided for your records. ***Working alone without proper training could result in suspension of lab privileges.***

### 4.0 RESPONSIBILITY

It is the responsibility of the trainee not to use any piece of equipment without proper training, and to ensure that all appropriate safety standards are adhered to while working in the lab. It is also the responsibility of the trainee to report any broken or malfunctioning instrumentation or safety equipment to a CMCB Research Lab Technician, the CMCB Research Manager, or designate. Access to the lab could be suspended if equipment is used without proper, documented training.

- PI  
  Research staff  
  Post-doc fellow  
  PhD student  
  Masters student  
 Undergrad student

\_\_\_\_\_

Trainee Name

\_\_\_\_\_

Signature

\_\_\_\_\_

McMaster Email (please print)

\_\_\_\_\_

Date

**To be signed by the CMCB lab supervisor once the safety orientation has been completed.**

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CMCB Trainer

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Signed

\_\_\_\_\_

Date