



Section:	Laboratory Safety Manual	Date of Issue:	August 31, 2012
		Issued By:	Environment, Health & Safety
Part:	Rules and Procedures	Revision #:	1
		Revision Date:	August 16, 2013
Pages:	2	Revised By:	EO

SCOPE

Visitors occasionally access laboratories and must be adequately protected during a visit. Visitors include persons such as media personnel, donors, industry partners, patients and dignitaries etc.

PURPOSE

Appropriately protect visitors from laboratory hazards by communicating and enforcing the Laboratory Safety Rules.

HAZARDS

Hazards are specific to each laboratory and will vary depending on the activities involved.

RESPONSIBILITIES

Supervisors

- Review the Laboratory Hazard Assessment and Control Form prior to each visit to determine the hazards posed to visitors and the health and safety requirements for the visit.
- Follow and enforce the Laboratory Safety Rules.
- Ensure visitors are accompanied at all times and follow area-specific requirements based on identified hazards.
- Ensure visitors are made aware of hazards present in the laboratory.
- Ensure visitors do not eat or drink in the laboratory.
- Ensure visitors wear a fastened laboratory coat and appropriate personal protective equipment as required (e.g. gloves, eye protection and footwear) when in the laboratory.
- Ensure visitors remove laboratory coats or other personal protective equipment before leaving the laboratory.
- Ensure visitors wash hands after removing gloves and before leaving the laboratory.
- Ensure workers in the laboratory are aware of the presence of visitors.

Workers

- Follow any additional health and safety requirements determined by the area supervisor in regard to visitors accessing laboratories.
- When accompanying visitors, workers will ensure that visitors follow area specific health and safety requirements.

Visitors

- Follow the requirements and directions set out in this standard and any additional requirements determined by the area supervisor to ensure health and safety.

Environment, Health & Safety

- Provide information to supervisors and workers on appropriate legislation, codes, standards and best practices for the visitors accessing laboratories.
- Conduct periodic inspections to monitor compliance with this standard.

REFERENCES

Canadian Biosafety Standards and Guidelines, 2013 <https://www.canada.ca/en/public-health/services/canadian-biosafety-standards-guidelines/about-canadian-biosafety-standards-guidelines.html>

Laboratory Safety Rules

<https://live-risk.ucalgary.ca/risk/sites/default/files/teams/13/laboratorysafetyrules.pdf>

Hazard Assessment and Control Procedure

<https://live-risk.ucalgary.ca/risk/environment-health-safety/ohs-management-system/hazard-identification-assessment-and-control>