

# **Risk Management Policy**

*for*

**The Department of Chemistry**

***The University of Western Ontario***

## 1) Health and Safety Policy

*a) The University Health and Safety policy is posted in a conspicuous area*

The UHS policy is posted outside Room 120 (Main Office/Chairs Office) and under the “Safety” Menu on the Departmental webpage.

*b) All staff are aware of the location of the policy and are aware of its contents*

## 2) Health and Safety Responsibilities

*a) All personnel in charge of other personnel should be:*

*Performing workplace inspections*

*Conducting information sessions*

*Conducting incident investigations*

*Conducting employee on the job training*

*Correcting substandard acts or conditions*

*Commending employee health and safety performance*

*Performing employee safety observation*

The supervisor or designate fulfill these tasks, specifically:

- Supervisors will inspect workplace – often this happens informally whenever the supervisor enters the lab. Documentation will be made in a Laboratory Safety Binder on a monthly-to-six-weekly basis.
- Supervisors (or designate) conduct information sessions and initial new employee orientation. See the New Employee Orientation Checklist and Safety Requirements for Laboratory Work forms (laboratory documentation file)
- Supervisors will investigate incidents, with assistance from the Safety committee, when necessary.
- Correction of sub-standard acts or conditions should be remedied immediately. Commonly a follow-up is made in group meetings, documentation of which may follow in the form of email and entered into the Laboratory Safety Documentation Binder. For convenience, especially in larger groups, a “Safety Officer” may be assigned to document such conditions.

*b) All workers work in accordance with Health and Safety rules and are held accountable if they do not.*

Our policy is to promote and encourage the adoption of a safe work culture through education and by example. However, in the case that a Worker or Supervisor refuses to abide by safety recommendations and policies the steps outlined in the Policy for Resolution of Unsafe Working Conditions will be followed.

*c) A visitor policy is in place to ensure they are aware of University Health and Safety Policies before entering any labs.*

All laboratory visitors must:

- Dress appropriately, as required by the laboratory.
- Wear the personal protective equipment required to be worn in the laboratory.
- Be accompanied by a Western representative who is responsible for them in the case of an emergency. The Western rep is either the person being visited or as assigned by the lab supervisor
- Follow the rules and procedures of the laboratory.

Anyone unable to comply with the above will not be allowed entry into the lab.

### 3. Posted Health and Safety Materials

*a) All personnel have access to all up-to-date Material Safety Data Sheets (MSDSs)*

A minimum acceptable standard is that MSDS information can be accessed by the internet from a direct link (icon) on the desktop of laboratory computers.

The best practice is to keep hardcopies for the most hazardous, commonly used chemicals in the laboratory in the Laboratory Safety Documentation Binder used. Hardcopies of MSDS that are “hard to find” because the compounds are rare, specialty or otherwise unusual should be kept within the laboratory and accessible to lab workers.

*b) Emergency Instructions including:  
Phone contact list*

An up-to-date telephone contact list of all laboratory workers posted in a conspicuous place and known by all should be maintained. This information should be duplicated in the Laboratory Safety Documentation Binder.

*c) Any specialized lab procedures have written Standard Operating Procedures (SOPs) that are up-to-date and readily available*

Laboratory Supervisors will determine for which procedures/apparatus an SOP is necessary and prepare one for the lab. In some cases, the workers (as a designated of the Supervisor) may prepare SOPs.

When available, published literature may substitute for SOPs. For example, in synthetic chemistry, some very good resources for sett

*i) Labs are tidy and clutter free*

## **5. Health and Safety Representative/ Committee**

*a) All staff know who their health and safety representatives on the Joint Health and Safety Committee are and how to contact them if they need to*

**This information is posted by hardcopy outside the main office and on the Departmental website.**

## **6. Health and Safety Education/ Training**

*a) All employees must attend employee orientation*

*b) All personnel have been trained in the following:*

- *WHMIS*
- *Employee Safety Orientation*
- *Laboratory and Environmental/Waste Safety, as necessary*
- *Biosafety, Radiation, X-ray and Laser Safety as applicable*
- *Location and Use of Deluge Shower*
- *Location and Use of Eyewash station*

*For all training provided, records must be kept on file*

**Training records will be kept by the Laboratory Supervisor in the Laboratory Safety Documentation Binder.**

*c) All personnel are given initial job instruction and task-specific training before any new task is performed*

*d) All personnel are instructed on the emergency procedures before commencing any work. This will include but is not limited to:*

- *The phone number to call for emergency assistance*
- *The location of the nearest fire alarm pull station*
- *The location and class of the nearest fire extinguisher*
- *The building evacuation route upon hearing fire alarm*
- *The location of chemical spill kits*
- *Fire extinguisher and agent use (specific training is required in certain labs)*
- *The location and use of secondary exits*
- *Records of training must be kept on file*

**These aspects are covered by the Departmental New Employee Orientation Checklist. A signed copy will be kept within the Department:**

**Front office secretaries for undergraduate students**

**Graduate secretaries for graduate students**

**Departmental Administrative Assistant for Faculty, Staff, PDFs, Visiting Scholars, etc.**

*e) Employees must be aware of and trained on any designated substances in their work area*

The link to the University maintained list of designated substances will be posted on the Departmental Safety web site, and all members of the Department will be made aware of this by an annual email.

## **7. First Aid Requirements**

- a) First aid kits must be in quick and easy access for all employees*
- b) There must be a qualified first aider that works in close proximity to each kit and they must post their certificate with the kit*
- c) This kit is to be inspected monthly to ensure contents are present*

First aid responders will be responsible for confirming the contents of First Aid Kits and reporting deficiencies to the Chair of the Safety Committee

- d) Staff are aware of Western's transportation of an injured worker policy.*

Call 9-1-1 or a taxi (for less urgent situations) – do not use personal transportation.

## **8. Health and Safety Inspections**

- a) Supervisors must do regularly scheduled inspections (monthly) of their work areas and these should be recorded for future reference*

Supervisors must oversee regular inspections (suggested monthly) of their work areas and

## **10. Injury/Incident Investigations**

*a) Staff is aware that all accident/incidents must be reported to a supervisor so a proper*