

USING UPEI: LABORATORY SAFETY SOPS FOR SITE SPECIFIC TRAINING

REVISION NUMBER: **01**; EFFECTIVE DATE: **Jan 01, 2007**; REVISION DATE: **Jan 01, 2012**

1. INTRODUCTION AND SCOPE:

In order to assist Laboratory Supervisors to implement the safety requirements of the UPEI Health and Safety Policy and Laboratory Safety Manual, some relevant SOPs are available through the UPEI Health and Safety Office. These include:

- | | | |
|----|----------------------|----------|
| 1. | Acids and Caustics | SOPS5101 |
| 2. | Chlorinated Solvents | SOPS5102 |
| 3. | Chlorinated Solvents | SOPS5103 |
| 4. | Toxic Compounds | SOPS5104 |
| 5. | Reactive Compounds | SOPS5105 |

These SOPs are designed to be used by Laboratory Supervisors as a part of site specific training requirements. They may be accessed at the UPEI Health and Safety website.

SOP2.102 describes a process for documenting and maintaining laboratory employee safety records.

The UPEI Health and Safety Advisor will make this SOP available to all affected Area leaders (eg. Dept Chairs) who will ensure that copies are made for all laboratory supervisors.

2. RESPONSIBILITIES:

This Standard Operating Procedure is under the control of the UPEI Health and Safety Advisor.

Area leaders or Departmental Chairs are responsible for ensuring that all Laboratory Supervisors receive a copy of this SOP and maintain appropriate safety training records.

Laboratory supervisors are directed to be familiar with and follow the UPEI: Health and Safety Policy and the UPEI: Laboratory Safety Manual.

4. USING UPEI: LABORATORY SAFETY SOPS FOR SITE SPECIFIC TRAINING:

Note: This type of training should normally occur after WHMIS, and safety orientation.

Identify any safety training areas that a laboratory worker requires for their work.

1. Direct the individual to read and study the associated SOP.
2. If no SOP is available, the Laboratory Supervisor is responsible for locating the appropriate safety information for the laboratory worker.
3. Discuss any questions or concerns the laboratory worker may have.
4. Test the laboratory worker. Use the question sheet if available.
5. Make an assessment on whether the laboratory worker is competent (P), not competent (F), or requires further training (FT) and enter this in the LSTR of the laboratory worker. Comments may be entered beside the corresponding numbers on the second sheet.
6. If the laboratory worker is deemed competent, they may proceed to work with that class of chemicals
7. If a laboratory worker is assessed as being not competent, they are not allowed to work with that class of chemicals. The area leader should be advised if this situation.