



LABORATORY SUPERVISOR HEALTH AND SAFETY RESPONSIBILITY CHECKLIST

Principal Investigators (PI) and laboratory supervisors are responsible for the health and safety of all personnel who work in their lab and regulatory compliance. This checklist identifies key responsibilities and provides resources for supervisors to ensure compliance with WorkSafeBC and UVic health and safety requirements in most research lab settings.

Where applicable, the PI or lab supervisor is also required to complete training in addition to their lab personnel. Core regulatory training that applies to all supervisors is noted below (asterisk).

This checklist is intended for new PI's or lab supervisors to ensure they are aware of their safety responsibilities in a research lab. This checklist can also be used by current supervisors to review their lab compliance periodically or as a guide when setting up a new lab.

Please contact ohs@uvic.ca if you require assistance.

1. TRAINING		
<input type="checkbox"/>	Ensure all faculty and staff complete the UVic Health and Safety Orientation*	https://www.uvic.ca/ohse/training/all-staff-faculty/index.php
<input type="checkbox"/>	Ensure all faculty and staff complete the applicable employee and/or supervisor Workplace Bullying and Harassment Prevention training*	https://www.uvic.ca/ohse/training/all-staff-faculty/index.php
<input type="checkbox"/>	Ensure new lab personnel are provided with an orientation, and document completion using the lab orientation checklist.	https://www.uvic.ca/ohse/assets/docs/laboratory/lab-orientation-checklist.pdf
<input type="checkbox"/>	Ensure lab personnel complete research safety training* <ul style="list-style-type: none"> • WHMIS • Lab Safety for Lab Workers • Other, as required (biosafety, laser safety, x-ray safety, radiation safety, gas cylinder, TDG, etc.) 	https://www.uvic.ca/ohse/training/research-safety/index.php
<input type="checkbox"/>	Ensure lab personnel have completed lab-specific training, including: <ul style="list-style-type: none"> • Standard Operating Procedures (SOPs) • Personal protective equipment • Laboratory equipment • Special lab hazards 	Contact OHSE if you have any questions about specialized training requirements or resources.
2. LAB ASSESSMENT and DOCUMENTATION		
<input type="checkbox"/>	Complete lab hazard assessment form to identify hazards associated with your lab space and implement controls	https://www.uvic.ca/ohse/assets/docs/laboratory/hazard-risk-assessment_template.pdf
<input type="checkbox"/>	Ensure lab has appropriate PPE available. If using N95 respirators, ensure personnel are fit tested annually.	https://www.uvic.ca/ohse/health/hygiene/respirators/index.php
<input type="checkbox"/>	Maintain lab manuals and SOPs, and communicate to lab personnel (biosafety, laser, x-ray, radiation etc.)	https://www.uvic.ca/ohse/research/index.php
<input type="checkbox"/>	Complete lab working alone risk assessment, implement protocols as required, and communicate to lab personnel	https://www.uvic.ca/ohse/assets/docs/laboratory/uvic_laboratory-working-alone-risk-assessment.docx
3. INSPECTIONS		
<input type="checkbox"/>	For new or renovated labs, complete lab commissioning inspection with OHSE.	https://www.uvic.ca/ohse/research/laboratory/inspections/index.php
<input type="checkbox"/>	Complete a laboratory self-inspection at least annually. OHSE will also inspect your laboratory annually.	https://www.uvic.ca/ohse/research/laboratory/inspections/index.php

4. HAZARDOUS MATERIALS

<input type="checkbox"/>	Complete chemical inventory and update annually	https://www.uvic.ca/ohse/research/laboratory/inventories/index.php
<input type="checkbox"/>	Ensure Safety Data Sheets (SDS) are available and lab personnel know how to access them	https://www.uvic.ca/ohse/research/material-safety/index.php
<input type="checkbox"/>	Confirm chemicals are stored appropriately	https://www.uvic.ca/ohse/research/laboratory/chemical-storage/index.php
<input type="checkbox"/>	Ensure all laboratory chemicals have appropriate WHMIS labelling	https://www.uvic.ca/ohse/assets/docs/whmis_decant-label_flowchart.pdf
<input type="checkbox"/>	Review and communicate hazardous waste protocols to lab personnel	https://www.uvic.ca/ohse/environment/waste/index.php

5. EMERGENCIES and INCIDENT REPORTING

<input type="checkbox"/>	Ensure lab personnel are aware of Campus Security first aid (250-721-7599) and emergency contacts, and that emergency procedures poster is in lab	https://www.uvic.ca/services/emergency/assets/docs/emergency-procedures-poster.pdf
<input type="checkbox"/>	Ensure lab personnel are aware of the building assembly point locations in case of a building evacuation.	https://www.uvic.ca/services/emergency/evacuation/buildings/index.php
<input type="checkbox"/>	Inform lab personnel how and when to report incidents, hazards and safety concerns.	https://www.uvic.ca/ohse/home/incident/index.php

6. RESEARCH APPROVALS

<input type="checkbox"/>	<p>Ensure all required research safety approvals are in place before beginning lab work or off-campus activities.</p> <ul style="list-style-type: none"> • Biosafety • Radiation safety • X-ray safety • Laser safety • Diving safety • Boating safety 	https://www.uvic.ca/ohse/research/index.php
<input type="checkbox"/>	Ensure field safety plan is approved and in place prior to conducting any field work	https://www.uvic.ca/ohse/field-activities/index.php
<input type="checkbox"/>	<p>Ensure all required research ethics approvals are in place before beginning lab work or off-campus activities.</p> <ul style="list-style-type: none"> • Human ethics • Animal ethics 	https://www.uvic.ca/research-services/ethics-and-compliance/human-ethics/index.php https://www.uvic.ca/research-services/ethics-and-compliance/animal-ethics/index.php