

Biochemistry & Microbiology Emergency Pre-Planning and Equipment Orientation

For ALL emergencies call Campus Security Services at _____ and
for FIRE call _____ and for a MEDICAL EMERGENCY call _____

Name: _____ Signature: _____

Email: _____ Supervisor: _____ Room: _____

Supervisor: Is this person authorized to have keys: YES ____ NO ____

Supervisor's signature: _____

1. Where is the nearest emergency eyewash and shower?	
2. Where is the nearest fire alarm pull station?	
3. Where is the nearest fire extinguisher?	
4. What type of fire extinguisher is it?	
5. Where is the nearest fire exit?	
6. Where is the nearest first aid kit?	
7. Where is the nearest spill cleanup kit?	
8. Where do you assemble in case of evacuation?	
9. Where are MSDSs available from?	
10. When was an inventory of chemicals last done?	
11. When was chemical storage compatibility last checked?	
12. How do you dispose of chemical wastes?	
13. I have reviewed the Health & Safety Orientation Handbook http://ohs.uvic.ca/orientation/orientation.php	
14. I have the following Personal Protective Equipment recommended for the hazardous materials I use:	☐ Lab Coat ☐ Safety Glasses/Goggles ☐ Gloves ☐ Face Mask ☐ Other _____ ☐ I require but do not have _____

EQUIPMENT ORIENTATION

The staff in Biotechnical Support Centre, Petch 257 will be an invaluable resource for you during your time in this department. To use any of the common equipment in the department you are required to have training by the staff in BSC. Prior to keys being issued, you are required to meet with the staff in the BSC, who will sign off below that you have done so.

BSC staff signature:_____

ELECTRONIC SURVEILLANCE

As the Department of Biochemistry and Microbiology uses and stores pathogenic microorganisms, we are required to have security measures that ensure biocontainment. The Department of Biochemistry and Microbiology uses closed circuit television cameras to monitor a number of rooms that require keys to access. Rooms under closed circuit television surveillance will have the following sign displayed near the point of entry. Personal information (images) collected through closed circuit television will only be used and disclosed in accordance with the BC *Freedom of Information and Protection of Privacy Act* and the university's Television Surveillance Policy. Further information is available upon request in the general office, Petch 207 or the University Secretary's office.

This area is being recorded by
close circuit television.

Further information may be obtained from
the University Secretary at 721-8101

Personal and Laboratory Safety

LAB SAFETY

Occupation Health Safety & Environment can be reached at local 8971

Website: <http://ohs.uvic.ca>

Please familiarize yourself with their website. It has valuable information that you need to know, specifically:

TRAINING:

There are both classroom training and web based training modules available

<http://ohs.uvic.ca/training.php>. **If you will be working in the laboratory you are required to take the classroom based training.** However the classroom training is at specific times (registration required - check OHS training website). If you are unable to attend a classroom training module right away, please take the web-based training (see below) and register for the first available classroom training opportunity.

WHMIS training is required of all new employees. If you have previously taken WHMIS training at UVic you are not obligated to take it again. However, if it has been some time, you should take the web-based WHMIS refresher. If you have taken WHMIS elsewhere, but not at UVic, you are obligated to take the WHMIS course here.

WHMIS: <http://ohs.uvic.ca/training/whmisonline.php>. The login is WHMIS and password is quiz.

BIOSAFETY: <http://ohs.uvic.ca/training.php#section0-5>. You can access it by using your netlink ID and password.

The Faculty and Staff Orientation and the Health and Safety Orientation Handbook is required reading: <http://ohs.uvic.ca/orientation/orientation.php>.

RESEARCH SAFETY:

Please familiarize yourself with the Research Safety page: http://ohs.uvic.ca/research_safety/index.php. It contains information about biosafety, radiation safety and chemical safety.

HAZARDOUS WASTE:

Hazardous waste pickup is every Thursday. The form is available here:

<http://ohs.uvic.ca/environment/waste.php>

This page also links to the spill response plan.

Ask your supervisor for further information on Biosafety, Chemical Handling, Hazardous Waste Disposal, Radiation Safety, and Fume hoods.

No food or drinks are allowed in the labs.

PERSONAL SAFETY

There will be times when the nature of your research requires you to work after hours in the lab. If you are working alone after hours, there are some safety precautions you should take to ensure your personal safety. The first of these is, whenever possible keep your lab door shut and locked. If you find an external door propped open, close it.

Campus Security Services (CSEC) offers a SafeWalk and a Campus Alone Service <http://www.uvic.ca/security/home/safewalk/index.php>. SafeWalk is an escort service to and from your vehicle. Campus Alone allows you to 'check in' and 'check out' when you are working alone on campus. If you forget to check out at the time you anticipated leaving, CSEC will come to see if you are okay.

Emergency numbers:

- Campus Security (24 hrs)
250-721-7599
- Oak Bay Police Department
250-592-2424
- Police/Ambulance
9-1-1
- Saanich Police Department
250-475-4321
- Victoria Police Department
250-995-7654