

# REGULATIONS AND INFORMATION on safety in laboratories

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## Preamble

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We are pleased to welcome you to the Faculty of Forestry, Geography and Geomatics where health and safety are among our fundamental values.

In order to provide you with adequate supervision throughout your studies and your work, the Faculty presents you with this document which summarizes the main regulations that must be respected by all at all times in the laboratories. These rules are an integral part of the various skills to be acquired and which are sought after in today's scientific environment.

In addition, the professors, professionals and technicians of our Faculty are resource persons who will teach you safe work methods to develop good practices that will be essential throughout your career.

This document was written and approved by the Faculty Health and Safety Committee, Laboratory Section.

The Dean,

Nancy G  linas

# Access to laboratories

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- Access to the laboratories is limited to authorized persons only.
- Working alone in the laboratories on evenings and weekends is to be avoided. Permitted work must be agreed with the laboratory supervisor and the professor in charge.

## General rules

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- Work area and traffic lanes must be kept clean and uncluttered.
- Materials and products must be identified (name and date) and stored safely.
- Equipment may not be used without training.
- Training relevant to the research activity is mandatory (WHMIS, Laser Safety, Biohazards, etc.).
- It is forbidden to wear jewelry and watches.
- It is forbidden to wear scarves and ties.
- It is forbidden to wear headphones (Headset).
- Long hair (shoulder length) must be tied back.
- Food, drink and storage of food are not permitted in the labs.
- Coats, boots and bags must be kept outside the lab.

## Personal safety equipment (PSE)

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Comply with the specific requirements of each laboratory by referring to the pictograms posted at the entrance of the laboratories.

Inside **heavy laboratories** (pressing, carpentry, etc.) and outside visitor areas:

- It is mandatory to wear safety glasses.
- It is mandatory to wear long pants and a fitted top.
- Safety shoes must be always worn.

Inside **light laboratories** (chemistry, physics, etc.) and outside visitor areas:

- It is mandatory to wear safety glasses.
- Lab coats must be worn.
- Long pants must be worn.
- It is mandatory to wear closed shoes (no sandals).

These are the minimum requirements, other personal safety equipment may be mandatory depending on the nature of the task (e.g.: gas mask, laser protection glasses, etc.).

## Safe behaviour

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- Avoid any behavior that may confuse, frighten, or distract your laboratory colleagues.
- Avoid clutter on work surfaces.
- Store materials and products in a safe manner.
- Identify unattended assemblies in operation, using the appropriate forms.
- Correctly identify any container containing a chemical product. Here is the link to the directory of products used at Laval University:  
<https://intranet.ssp.ulaval.ca/cgpc/fsss/recherche.php?start=A>
- Report the presence of any new chemical product to the person in charge of the laboratory.
- Cleaning clothes with compress air jets is prohibited.
- Immediately report any accident, spill (even minor) or equipment breakage to the nearest supervisor.
- Leave the premises calmly, closing the door behind you, when you hear the fire alarm sound.

## Emergency equipment

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Locate eyewash stations, fire extinguishers, telephones, emergency phones, emergency exits, first aid kits and automated external defibrillators (AED). Make sure you know how to operate emergency equipment.

## **Waste collection**

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- Small sharp objects, such as needles and scalpel blades, should be disposed of in the "biomedical waste" containers (yellow boxes).
- Broken glass should be disposed of in the appropriate containers (cardboard boxes).
- Garbage, chemicals and disposal materials should be placed in the appropriate containers.

## **Non-compliance with the rules**

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Management and laboratory managers reserve the right to carry out random and regular inspections of the various premises affected by these guidelines, and to notify those concerned of any breaches. Users who repeatedly behave inappropriately may be refused access to the laboratories and will be met.

## Emergency situation and assistance

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**You must report all incidents to a responsible person.**

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**Emergency:** Immediate intervention by one of the following emergency services: *police, fire, ambulance*.

**Dial 911**

**(from a University telephone)**

**Assistance:** Less urgent intervention

**Dial 555 or pick up a red phone**

**Security and Prevention Service of Université Laval**

## MANDATORY: Acceptance of rules

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All students working in the laboratories must accept the FFGG Laboratory Health and Safety Rules. By completing this form, you have read and agree to abide by the rules and guidelines for safe, professional and responsible conduct in the various laboratories of the Faculty of Forestry, Geography and Geomatics: <https://forms.office.com/r/uXw6TuivRF>