

Wet Laboratory Safety Questionnaire

Some questions to consider for lab work. Address these in your safety plan if they are relevant. Add your own as necessary.

General questions

1. Do you know the UBC website for safety information?
2. Can you name the Safety Reps in the Department of Wood Science or CAWP?
3. Do you know who the First Aid Person in your area?
4. When you are working in the laboratory do you have access to a phone at all times?
5. Do you know the location of the nearest eyewash station and shower? Have you tested the shower and/or eyewash station recently?
6. Do you occasionally add water to the sink traps to avoid sewer gases rising through dry plumbing systems?
7. If you use extension cords, are they secured, not a tripping hazard and sufficient for the loads they carry?
8. Do you use chemicals or hazardous materials in your experiments?
9. Do you know where the safety data sheets (SDS) for all chemicals in your area are located? Have you read them and where necessary made notes in your lab books for your everyday use?
10. Do you know where to find or get updated SDS sheets?
11. Do you know how to acquire a SDS for a chemical not supplied by the manufacturer?
12. Do you keep volatiles in storage away from heat sources, including direct sun light on a work bench?
13. Do you know which chemicals need to be stored in a Chemical Safety Cabinet, and which combinations of chemicals should not be stored together?
14. Do your experiments require you to use equipment during which a potential hazardous situation could occur? (Such equipment can be defined as any equipment that utilizes: heat, pressure, high vacuum, biological agencies, radioactive materials, generates radiation and/or involves the use of corrosive, potentially explosive or flammable chemicals.) Have you been trained on operation and safety related to that equipment?
15. Have you read the operations manual for the equipment that you must use? Do you know where to find it?
16. Do you have written procedures for running and maintaining the equipment in your lab?
17. Do you know who to report defective equipment to so that it can be repaired? How can you prevent others from operating such equipment?
18. Do you know the correct protective clothing required to be worn when doing your experiment?
19. Are you aware that this protective clothing should only be worn in the lab or when transporting chemicals between laboratories?
20. Do you check to ensure you are wearing the proper type of gloves for the type of protection required?
21. Do you know how to safely store and transport pressurized gas cylinders?
22. Do you know how to safely transport hazardous materials in the elevator?
23. Do you know how to decontaminate yourself, your clothing, your equipment?
24. From your lab work site, do you know the location of the nearest emergency phone?

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25. When conducting experiments involving potentially explosive reactions, are you aware that they can only be conducted in a cabinet designated for that use?
26. Do you know the nearest location of a fire extinguisher? Do you know how to operate the fire extinguisher?
27. Have you taken the safety orientation training?
28. Do you know the policies on consumption of food and drink in wet labs?
29. If you have to cut wood or other hard materials, do you have safe work procedures and the correct equipment to do this?
30. Is everyone in your lab, including volunteers or undergraduate assistants trained in safe work procedures?
31. Are you aware of the procedures in place for Shared Facilities in Wood Science (purified water, steam sterilizer, laminar flow and biological safety cabinets)? Do you know who to see for training in these areas?

Experiment Specific

1. Have you completed all Safety Courses relevant to all experiments planned?
2. The relevant UBC Safety Courses must be completed and signed certificates be available prior to conducting any of the following types of experiments:
 - a. wet chemical experiments involving corrosive, flammable, explosive or toxic chemicals. (Laboratory Chemical Safety Course)
 - b. manipulation of biological organisms, including bacteria and fungi. (Laboratory Biological Safety Course)
 - c. experiments involving radio isotopes (Radionuclide Safety Course)
3. Before processing of wood samples, you must complete and be certified to use the machines in CAWP – see CAWP Safety
4. From your lab work site, do you know the location of the nearest emergency phone?
5. Have you conducted the experiment before? If not has someone been assigned to oversee the running of the experiment for the first time?
6. When conducting hazardous experiments are you aware of the need to inform your co-workers of your studies and the precautions required?
7. When conducting experiments outside of normal working hours, are you aware of the requirements to have a safe working protocol in place. Such a protocol may involve agreeing with other co-workers that at least one will check on you on an hourly basis. When working alone, agreement must be provided by your supervisor on an acceptable Safety protocol.
8. Do you know how to safely transport volatile or hazardous materials from storage areas to your lab?
9. Do you know how to dispose of excess volatile or hazardous material?
10. Do you know how to use and dispose of sharps?
11. Do you know how to dispose of biological agencies such as fungi or bacteria?
12. Do you know the correct protocol for the disposal of radioactive isotopes?
13. Are you aware of the procedures in place for safe decontamination of biohazardous materials before disposal?

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In the event of a spill or accident

1. Do you know who to contact in case of a spill or injury in your lab?
2. Do you know how to clean up a spill of hazardous materials?
3. Do you know where the spill kit is located?
4. Do you know how to dispose of spill materials and absorbent?
5. Do you know where the nearest first aid kit is?
6. Who is responsible for maintaining the first aid kit in your laboratory?
7. Do you know who in the Department of Wood Science has been certified in first aid?
8. Do you know when to report an accident/incident and to whom it should be reported? Do you know how to report an accident/incident?