

McMaster University Centre for Microbial Chemical Biology Synthesis Lab MDCL-2326		
MANDATORY LAB SAFETY TRAINING		
CMCB2326safety.pdf	Revision No.: 8	Effective Date: January 11, 2021

1.0 SCOPE

This document applies to all individuals who wish to work in the Synthesis lab, MDCL 2326 and 2327 (hereafter MDCL 2326). This document must be followed and signed by the trainee and handed into the CMCB Synthesis Lab Supervisor at the time of the safety orientation. Following the safety orientation, site-specific training will be scheduled.

2.0 REQUIRED TRAINING

2.1 The following mandatory safety training must be completed and up-to-date prior to site-specific training and working in MDCL 2326:

1. WHMIS training (updated within the last 5 years)
2. EOHSS Fire safety training (updated within the last 3 years)
3. Asbestos Awareness (updated within the last 5 years)
4. Chemical Handling and Spills (updated within the last 3 years)
5. Violence & Harassment Prevention (updated within the last 3 years)
6. Ergonomics (updated within the last 5 years)
7. Slips, Trips and Falls (updated within the last 5 years)
8. Health & Safety Orientation
9. COVID-19 Awareness
10. Biosafety Training OR FHS Routine Practices (Once)

Please provide proof of completion of the above listed courses either before or at the orientation. This can be obtained from the safety office.

2.2 The Synthesis lab safety orientation will be conducted by a CMCB Research Technician or designate, and will review the location of emergency devices: eyewash station, safety shower, fire extinguisher, fire pull alarm, fire blanket, telephone, single stage alarm, evacuation route, and other safety related items.

2.3 Site-specific training will be given for the individual pieces of equipment/instruments in the lab and will be conducted by a CMCB Research Technician or designate. The training form must be completed and signed before the trainee is permitted to use the equipment.

Only after the above-mentioned training is completed may an individual work in the Synthesis Lab.

3.0 RELATED DOCUMENTS

1. Standard operating procedures (SOPs) available for laboratory equipment and processes are located in the Synthesis lab SOP binder.
2. Working alone policy – after the above training is completed you are authorized to work in MDCL 2326 during normal working hours, Monday to Friday 9am-5pm. ***In order to work outside these hours, you must review and sign the working alone policy with the CMCB lab designate for your area.*** 24-hour access will only be granted once individuals have proven competency on the resources they are trained on. A copy of this policy will be provided for your records. ***Working alone without proper training could result in suspension of lab privileges.***

4.0 RESPONSIBILITY

It is the responsibility of the trainee not to use any piece of equipment without proper training, and to ensure that all appropriate safety standards are adhered to while working in the lab. It is also the responsibility of the trainee to report any broken or malfunctioning instrumentation or safety equipment to a CMCB Synthesis Lab Supervisor, the CMCB Research Manager, or designate. Access to the lab could be suspended if equipment is used without proper, documented training.

- PI
 Research staff
 Post-doc fellow
 PhD student
 Masters student
 Undergrad student

 Trainee Name (please print)

 Signature

 McMaster Email (please print)

 Date

Swipe access card number _____

To be signed by the synthesis lab supervisor once the safety orientation has been completed.

 CMCB Synthesis Lab Supervisor

 Signature

 Date

5.0 REVISION HISTORY

This document replaces CMCB2326safety_Rev7. It has been revised to update the current McMaster employee training requirements as outlined by FHS – *Worker in a Non-Hospital Building in a Laboratory Environment*