

Nova Scotia Agricultural College

Laboratory Access Policy

Effective January 31, 2007

Laboratories are potentially dangerous places. Chemical, physical and biological hazards are present. To reduce the likelihood of laboratory accidents, the Nova Scotia Agricultural College has adopted a set of general Lab Safety Procedures to ensure that safety knowledge is standardized in all laboratories.

Definition of a Laboratory

A laboratory is any area under the control of the Nova Scotia Agricultural College that has chemical, physical and biological hazards present, and involves hands-on activity, teaching, demonstration or research. The definition includes conventional laboratories, farm and other buildings, land and in some cases vehicles.

Access Policy

Working alone: Some laboratory procedures require long hours and it is often not possible to work a "9 to 5" schedule. But working alone can be dangerous. Without people around to assist in a relatively minor situation, it could quickly become a serious incident fairly quickly.

- All required training must be current and up-to-date, (First Aid, WHMIS, OH&S and any other departmental training required by your supervisor); this reduces your risk of harm in a laboratory setting.
- For work beyond regular working hours (after 6 pm; week-ends and holidays included), carry your NSAC or government ID with you. Written authorization for after hours work from your Supervisor/Laboratory Manager is required. This authorization must be included on an access form on the inside of the exit door of the work location. Contact numbers for the Supervisor/Lab Manager should also be posted on this form. This will be important in establishing what the hazards are in a particular location if an accident should happen and you are unable to respond.
- If work in a laboratory is required after 12 am, notify Safety & Security (893-4190) of your extended hours and location and your expected departure time.
 - Authorized Access is required:
 - Week days 6 pm-midnight
 - Week-ends and holidays 6 am-midnight
 - Authorized access and check-in (Safety & Security 893-4190) is required:
 - During the hours of midnight to 6 am

Mandatory Training

- Emergency First Aid/CPR
- WHMIS
- Introduction to Occupational Health & Safety
- Occupational Health and Safety for Managers/Supervisors (Managers/Supervisors only)
- Any other required departmental or specific training required by the Supervisor/Lab Manager.

Supervisor/Lab Manager Responsibilities

Department Heads and Unit Managers designate individuals as Supervisors (typically a faculty member) or Lab Manager (typically a technical staff person responsible for a multi-user laboratory) for all laboratory facilities at NSAC. Supervisors/Lab Managers are responsible to:

- ensure that all authorized persons are competent in the assigned laboratory environment.
- ensure that all persons working in a lab environment have all the mandatory training.
- ensure that all Occupational Health and Safety guidelines, policies and procedures are enforced.
- ensure that all posted contact information is accurate and up-to-date.
- ensure that all safety equipment is maintained in working condition.
- ensure that all practices, procedures and MSDS resources are readily available at all times.

Incident Reporting Structure

All incidents and potential hazards must be reported in writing to Supervisors/Lab Managers immediately. If the immediate Supervisor/Lab Manager is not available, contact the Safety & Security office for direction. (893-4190, or the red button on all payphones). In the event of an emergency, call 9-911 immediately.

Policy Guidelines

If you must work alone:

- Let someone (friend, family, roommate) know that you are working and your expected time home, and others that routinely work in the building the same hours you do. Let them know that you are around so you can help each other if problems arise.
- Familiarize yourself with the phone number for Safety & Security (893-4190 or red button on payphones):
- Plan your off-hours activities to minimize risk. Do not try new procedures or use equipment/techniques that are potentially dangerous when alone.
- Politely ask unexpected visitors to identify themselves if you are not familiar with them.
- Carry your keys, cell phone and ID with you at all times.
- If you feel threatened or witness suspicious behavior, call Safety & Security (893-4190)

Nova Scotia Agricultural College

After Hours Laboratory Access Authorization

Date Effective _____

Building _____

Room _____

| Name | Access Times Permitted |
|------|------------------------|
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After hours emergency contact (knows most hazards in this room)

1. _____

2. _____

3. _____

Designated Supervisor/Lab Manager:

Name (please print): _____

Signature: _____

Please ensure this list is updated regularly and posted on the inside of the exit door in the appropriate lab.

