

General Safety Instructions and Precautions

Every person working in a laboratory is responsible for ensuring that:

- All applicable health and safety training has been completed.
- All applicable safety rules and practices are followed.
- All required protective equipment is used as recommended.
- All unsafe equipment and working conditions are reported to the laboratory supervisor, manager or technician.
- All accidents/incidents must be promptly reported (see **Reporting an Incident** below)
- All lab staff (supervisors, managers, technicians) are required to be present and accessible in person at the laboratories during experiments, conditioned on the standard working hours of the University. In the event of multiple rooms hosting experiments, staff must make frequent visits to all occupied rooms. This applies to the standard working hours of the university, or pre-arranged modified working hours approved by the Director of Teaching Labs.

General Lab Rules

- **No food or drink allowed in the lab.** Food and drink are not allowed in the labs, keep it all in your knapsack, and if you have to, and take it outside the lab to drink/eat.
- Use of lab equipment to store or prepare food is prohibited.
- Do not work alone unless specifically authorized to do so.
- Do not use unauthorized equipment.
- Follow all requirements of safety indicated in the lab manual and posters located on / or near the entrance of the lab.
- Be prepared; study the instruction for each experiment before entering the lab.

General Safety

- **Learn the location of emergency exits, fire alarms, fire extinguishers and first-aid kits.**
- All aisles and workspaces must be kept clear of clutter.
- Never block access to exits, emergency equipment (e.g., fire extinguishers, fire alarms, electrical panels, first-aid kits).
- Know and understand the hazards, safe handling and standard operating procedures of the materials, equipment and methods being used.
- Review equipment manuals, procedures and instructions before attempting to operate any machine or instrument.
- Read labels carefully.
- Keep your work area clear of all materials except those needed for your work.
- Extra books, bags, coats and other personal items should be kept away from equipment (e.g., place items on the back tables, hang jackets on hooks).
- Equipment must be properly handled. Any damages or technical issues regarding equipment should be reported to the lab supervisor, manager or technician.
- Return all tools to their proper storage places.
- Do not change faulty equipment and instruments without explicit permission of the lab supervisor, manager, or technician.

- Any unsafe or dangerous behavior and accidents must be reported to the lab supervisor, manager, technician, and TAs.

Smoking

Smoking is not permitted inside any University of Toronto building or vehicle or in areas within eight metres of all buildings. This includes any form of e-cigarette or vaping.

Laboratory Security

Keep laboratories locked when unoccupied to avoid unauthorized entry. Individual users are responsible for the security of any space to which they have keys and shall not admit unauthorized or non-registered persons into that space. Safeguarding University of Toronto resources from unauthorized access, misuse or removal is a duty of all faculty, staff, and students. All laboratory users have a responsibility to take reasonable precautions against theft or misuse of materials, particularly those that could cause public harm.

We also encourage students to be vigilant to counter the increasing number of cases of stolen personal belongings like backpacks and laptops.

In most cases of personal property thefts commonly reported to Campus Safety, the items that were taken were left unattended - often for a very short period of time!

We strongly suggest:

- *Never leave your valuables unattended. Most especially in libraries and other study spaces, including laboratories. keep them in sight and within reach.*
- *Be aware of your surroundings. Don't be distracted by your phone.*
- *Report on campus theft to Campus Safety Special Constables (416-978-2222)*
- *Please ensure that rooms are locked, and doors are closed securely behind you when exiting. Doors that don't close properly or locks that malfunction should be immediately reported to 416-978-3000.*

Working Alone

No one is permitted to carry out alone any electrical work over 50V peak. Even for voltages less than 50V peak, it is highly recommended to secure the presence of another student or colleague familiar with the safety procedures in the close vicinity of the area where work is being carried out. The provisions to call for help must always be considered as the primary rule of safety. If solo work on setups limited to below 50V is to be performed at any time, the immediate supervisor and the lab manager must be informed. This ensures that in the case of an accident someone is there to assist.

We strongly recommend not to work alone in a lab.

Electrical Safety

At each stage of your experiment, you should be cautious and mindful of safety rules.

- Stay *calm* and *relaxed*; never rush through any experiments.
- At any stage of the experiment, never touch another person's setup.
- If in doubt; ask questions. Do not rush into any actions.
- Make sure that your hands are dry.

Refer to the Appendix D for additional information regarding electrical safety and shocks.