

GENERAL LABORATORY RULES & REGULATIONS FOR CME PERSONNEL (CME-POLICY-001)

1. No experiment is permitted to run without the supervisor's approval.
2. No food or beverages are permitted in laboratories.
3. Never conduct an experiment while alone in the laboratories.
4. Never operate any laboratory equipment without proper training.
5. Never pipette with your mouth.
6. Never wear earphones or headphones in the laboratory.
7. Earmuffs or earplugs must be worn for all noise intense experiments.
8. Make sure your EH&S safety trainings are up to date.
9. Lighters and vaping devices are not permitted in the laboratories.
10. Remove lab coats and gloves before leaving the laboratories.
11. Always wear personal protective equipment (PPE) when in the laboratories.
12. Confine long hair, loose clothing, head coverings or scarves when in the laboratory. Likewise, jewelry should never be worn in the laboratories. No open toe shoes, sandals, shorts, capri pants, dresses or skirts are permitted in the laboratories.
13. Remove gloves before using PC keyboards or touching personal belongings (to avoid contamination by chemicals).
14. Label chemicals according to the WHIMIS (including temporary stock).
15. Unattended experiments must be accompanied by an unattended experiment form.
16. Clean all equipment and glassware right after use.
17. Work benches, areas and floors must be cleaned before leaving the laboratories.
18. Put hazardous waste in the designated chemical waste bins.
19. An incident report (EHS-DOC-042) must be filled out by any person involved in near-misses or injuries.

EMERGENCY NUMBER
Ext. 3717 OR (514)848-3717