CONCORDIA UNIVERSITY
Department of Building, Civil and Environmental Engineering

BCEE DEPARTMENT
LABORATORY HEALTH & SAFETY

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INTRODUCTION

The Department of Building, Civil and Environmental Engineering has prepared this Safety Document to ensure safe practices in laboratories. The health and safety policy of the Department is to take every reasonable precaution to protect the health and safety of faculty, researchers, staff, and students.

Mandatory safety standards, as interpreted by the requirements and policies stated in this document and its supplements apply to faculty, staff, researchers, and students engaged in laboratory operations utilizing chemical products and in performing common laboratory procedures.

This document includes information concerning safe laboratory practices, the use of personal protective equipment, emergency procedures, use and storage of chemicals, and the proper methods of waste disposal. It covers safety practices for labs in the Environmental Engineering, incorporating a description of the various bio-safety procedures. This information is intended to help those in the laboratory to minimize hazards to themselves and their colleagues.

In view of the wide variety of chemical products handled in laboratories, it should not be assumed that the precautions and requirements stated in this document are all-inclusive. Faculty, researchers, and students are expected to learn about the hazards of chemical products before handling them. It is expected that the Faculty Members and the Principal Investigators will append to this document any supplementary information pertinent to their specific areas.

Laboratory safety is strictly observed during the undergraduate and graduate/research experiments. Faculty members are responsible for the safety operation of their laboratory. The Safety Officer/Technical Officer is responsible for the general safety supervision and management of the BCEE laboratories. Technicians and researchers/graduate students are responsible for the safe use of the equipment and safety features (first aid kits, Safety Data Sheets, etc.) in their respected areas. Students are not allowed to use any equipment without prior instruction. It is prohibited to work alone with any hazardous equipment or material. The Safety Officer prior to commencing laboratory activity gives all laboratory demonstrators a safety seminar. General emergency procedures are discussed with the specific safety issues in the laboratories of their responsibility. The Construction Safety Course offered by the CSCE is a mandatory course if anyone wishes to work on a construction site.

All graduate students working with chemicals (controlled products) must take the Workplace Hazardous Materials Information System (WHMIS) and Hazardous Waste Disposal for Laboratory Personnel courses provided by the Concordia Environmental Health and Safety Office. The Safety

Officer (with the assistance of lab technicians) is a WHMIS coordinator in the Department. There are also seven specially trained Emergency Responders who cover the BCEE Department in the two different buildings. A full- time laboratory instructor with training in chemistry and toxicology looks after the chemical safety in the Environmental Engineering undergraduate and graduate laboratories, including the implementation of WHMIS rules.

Please contact the BCEE Department Safety Officer or the University EH&S Office for further information or for assistance.

1. Safety Management

1.1 Responsibilities

The health and Safety program in the Department of Building, Civil and Environmental Engineering follows the Faculty of Engineering and Computer Science guideline (see Ref. Documents – Appendix, section I) and is conformed to the Concordia University health and Safety Policies (see Ref. Documents - Appendix, section II).

The management of health and safety issues is a fundamental line responsibility.

Safety is everybody's responsibility from all levels of administration and management to faculty members, technicians, staff and students.

The provincial and federal legislation obliges the employer to provide safe and healthy working conditions for students and employees. Based on this principle there are several University Health and Safety Policies that cover various aspects, including responsibilities. (See Ref. Documents – Appendix section II).

Safety regulations developed in the BCEE Department are conformed to the general University Policies and focus responsibilities on Students, Staff, Faculty Members and Administration.

In summary, oversight responsibility for ensuring that laboratory activities conform to prescribed standards is assigned as follow (those are particular examples):

The Office of the Environmental Health & Safety (EHS)

- Provide and implements a comprehensive health & safety program for the University.
- Provide training to laboratory personnel and orientation to Faculty Members and research supervisors.
- Conduct periodic laboratory inspections to assure compliance with federal, provincial and local regulations, as well as the University policies.
- Undertake necessary enforcement actions to insure full compliance with all institutional safety policies, up to and including independent authority to shut down laboratories for violations of these policies
- Provide hazardous waste disposal and hazardous material spill respond services.
- Review laboratory construction, modification and renovation plans safety design.
- Conduct fumes hood survey and testing.
- Perform exposure monitoring upon request to determine if the permissible exposure limit or action level has been exceeded. Notification shall be provided to laboratory supervisor.
- Conduct laboratory safety evaluations when requested by laboratory supervisors or department chairs.

- Provide assistance in obtaining personal protective equipment.
- Maintain copies of medical consultations and examinations for possible exposures from hazardous chemicals.
- Oversee safety trainings.
- Provide professional assistance in any safety issues.

Department Chair and Director

He oversees and manages Health & Safety within departmental laboratories by ensuring that supervisory personnel reporting to him assume their responsibilities for adhering to all safety policies, regulations and procedures. He appoints and transfers appropriate enforcement authority to a Departmental Safety Officer.

Department Safety Officer

The Safety Officer is responsible for developing/implementation of health and safety regulations and coordinating of safety training programs; also he assists researchers to identify and eliminate safety hazards, acts as the department coordinator for WHMIS and liaison with the University Environmental Health and Safety (EHS) Office. For example:

- The primary function of the Safety Officer is to assist and support the Chair to carry out the health and safety responsibilities under University policy.
- Report to the Department Chair, or Director on matters of chemical safety policies and practices.
- Work with employees to develop and implement the safety policies and practices outlined in this document and those contained in any supplementary information developed in the Department in response to specific activities or areas of research.
- Monitor compliance with policies and procedures for the procurement, safe use, and proper disposal of chemicals.
- Investigate and retain records of accidents and incidents.
- Conduct information and general training sessions.
- Maintain a resource file of references and publications on safety matters.
- Assist Faculty Members and Principal Investigators in writing Standard Operating Procedures pertinent to their needs.
- Ensure that action is taken to correct laboratory practices and conditions that may result in the release of hazardous materials.
- Ensure that action is taken to correct laboratory practices and conditions identified as unacceptable on laboratory safety self-evaluations and safety inspections.

Principal Investigators and Faculty Members

Faculty Members, Research Supervisors and Principal Investigators who supervise laboratory projects are responsible for safety management of those laboratory projects. For example:

- Design and conduct laboratory processes and operations to assure that student and employee exposure to risk conforms to the policies, procedures and objectives contained in this document and according to their expertise knowledge.
- Monitor the procurement, safe use, and proper disposal of chemicals.
- Write Standard Operating Procedures and other information relevant to lab processes in their specific areas as needed to supplement those contained in this manual.
- Instruct students/employees on the contents of this document, its appendices, and any supplements, and the location of the manual and related materials within the workplace.
- Take all reasonable precautions to protect the safety and health of laboratory students/workers and the environment.
- Conduct regular laboratory safety self-evaluations.
- Whenever applicable, inform employees of the permissible exposure limits for the hazardous chemicals and the signs and symptoms associated with exposures to these chemicals.
- Obtain pre-approval from the Concordia EH&S and provide training and documentation for special procedures, activities or operations.
- Have readily available a current copy of a Material Safety Data Sheet for all hazardous chemicals in the laboratory.
- Submit to the Safety Officer a list of new students/researchers for safety training.

Technicians, Lab Instructors/Demonstrators and "all" Students

Students should conform to the BCEE Department's safety regulations and follow the instructions provided by Faculty Supervisors, laboratory Instructors/ Demonstrators and technical staff.

- Maintain a thorough understanding of and follow the laboratory policies and procedures in this document and those contained in any supplementary information developed in the Department in response to specific activities or areas of research for all processes using chemical materials.
- Use and maintain personal protective equipment (i.e. lab coats, chemical splash goggles, face shields, respiratory protection, and gloves) as mandated in this manual for laboratories.
- Inform supervisor immediately of any laboratory safety equipment that is needed but not available or that is not in good working order.
- Inform supervisor immediately of exposure symptoms, accidents, or chemical releases and document accidents/incident.
- Attend all applicable training sessions.
- Be familiar with Concordia Emergency Procedures.
- Laboratory Instructors/Demonstrators are responsible for implementation of safety rules and procedures in the undergraduate laboratories.

1.2 Accidents – Incidents

1.2.1 Reporting

In case of accidents or incidents a University Injury/Near Miss Report form must be filled either by a victim or a witness (see Ref. Documents – Appendix section XIII). The form is routed via the lab supervisor or technician to the Safety Officer, who forward it to the Concordia Environmental Health & Safety Office with a copy to the Department Chair.

1.2.2 Role of Supervisor

After the accident occurred, supervisor ensures that the student/employee receives immediate first aid or medical attentions. The supervisor (with the assistance of the Safety Officer) contacts or sends within 24 hours the accidental report to Concordia Environmental, Health and Safety (EHS) Office and consequently forwards all medical information/certificates provided by a clinic to the students/employee.

1.2.3 Investigation

The accident/incident investigation is carried out either by the Department Safety Officer or the EHS Office. The findings are reported in the Injury/Near Miss Report (see Ref. Documents - Appendix section XIII).

1.2.4 Corrective Action

The Injury/Near Miss report is analyzed for risk of recurrence. Proper corrective measures are then developed and implemented based on elimination, substitution, repairs/engineering or training.

1.3 Lab Inspection

Workplace inspection in laboratories is a continuous process carried out by technical staff, laboratory demonstrators, chemical safety resource persons and the safety officer. All unsafe conditions are reported to the safety officer who takes corrective actions.

Workplace inspections allow to identify the specific hazards potentially existing in the BCEE laboratories:

- Electrical hazards
- Mechanical hazards
- Biological hazards
- Chemical hazards
- General Safety issues

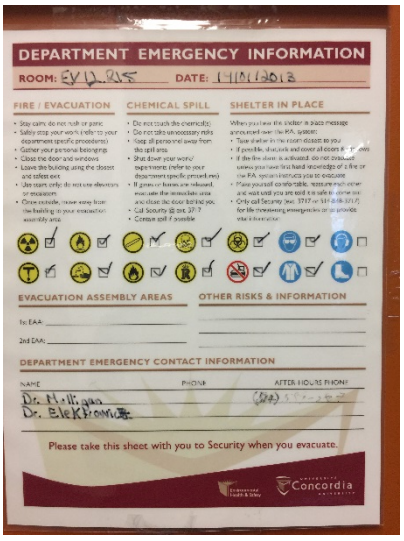
The Safety Officer on regular monthly bases identifies existing and potential hazards in laboratories. He determines underlying causes of hazards and recommends corrective actions to lab supervisors and technicians. He conveys issues to the Chair if necessary. He also monitors hazards controls such as compliance to the laboratory regulations, safe procedures, protective equipment and requirements for safety training.

A formal inspection (safety audits) is usually carried out by the Concordia Environmental Health and Safety Office.

1.4 Emergency Response

In case of emergencies, including the chemical spills, the protection of persons and property requires immediate and appropriate responses. These responses are communicated to students and employees through various means:

- General emergency safety training is provided to all laboratory demonstrators/instructors, technicians and graduate students working in laboratories.
- Department Emergency Information Card is posted is posted in all laboratories (fire/evacuation, chemical spill, shelter in place and department emergency contacts) alongside with laboratory safety regulations.
- A list of BCEE Emergency Responders / First Aiders and Chemical Spill Responders is posted in all laboratories.



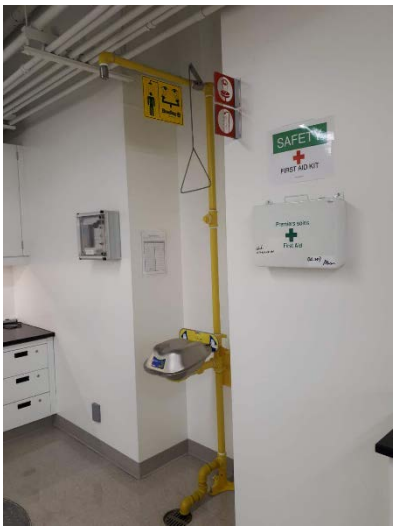


Figure 1. The Department Emergency Information Poster is posted in all laboratories and safety equipment in the laboratories.

The Department Emergency Information Card provides respond procedure and information on getting assistance in the event of fire/evacuation, chemical spill and shelter in place.

1.4.1 First Aid

All BCEE laboratories and two reception areas are supplied with standard first-aid kits. Departmental Emergency Responders also receive first-aid courses.

Even small injuries must be reported with the Incident/Near Miss form.

1.4.2 Emergency Responders/First Aiders and Fire Monitors

Emergency Responders/First Aiders with the responsibilities of Fire Monitors are selected on voluntary bases, to inform and assist students and co-workers during emergencies (i.e. building evacuations, fire etc.). They received special training course from Concordia EH&S Office (See list of Emergency Responders, Ref. Document – Appendix section XIV).

1.4.3 Laboratory Chemical Spill Kits

Standard spill kits are provided for the laboratories with potential chemical spill hazards. The role of departmental spill responders (see Ref. Documents – Appendix section XIV) is to train, instruct and assist students and staff in dealing with chemical spills/leaks. Laboratory spill kits and spill responders are only involved in minor/local spills. In case of a major and unknown chemical spill, the Concordia ("yellow card") chemical spill emergency is followed (see Ref. Documents – Appendix section XII).

Figure 2. Spill kit and waste disposal containers in the Environmental Engr. Laboratory

2. Safety Regulations

Laboratory safety is strictly observed in both undergraduate and graduate laboratories.

Before all laboratory sessions commence, demonstrator/instructors must attend a health and safety training given by the Concordia Environmental Health and Safety Office. Laboratory demonstrator/instructors and technicians are responsible for conveying the safety instructions to the undergraduate students in the laboratories.

All graduate students are provided with safety training and must be familiar with safety regulation prior to commencing their lab works.

The Department of BCEE has developed standard laboratory regulations applicable to most laboratories and, in addition, the specific regulations required for laboratories with specific hazards e.g. handling bio-hazardous and hazardous materials.

2.1 Safety Regulations for BCEE Laboratories

The standard laboratory safety rules must be followed in all laboratories (see Ref. Documents – Appendix section IV).

The standard safety rules deal with general safety issues in laboratories, i.e. requirement for safety training, obeying specific rules for wearing personal protective equipment, referring to emergency procedures, transportation & storage of chemicals, safe operation of equipment, proper dispose hazardous waste, housekeeping etc.

2.2 Safety Regulations for the Structures and Building Envelope Laboratories

Some specific rules were developed for the Structures and Building Envelope Performance Laboratories, due to the presence of large-scale facilities and heavy equipment in these particular laboratories and construction site type of works.

It deals with the use of cranes and force/strength equipment, power tools and machinery, it enforces to wear safety shoes and hats and other protective equipment. (See Ref. Documents – Appendix section V)

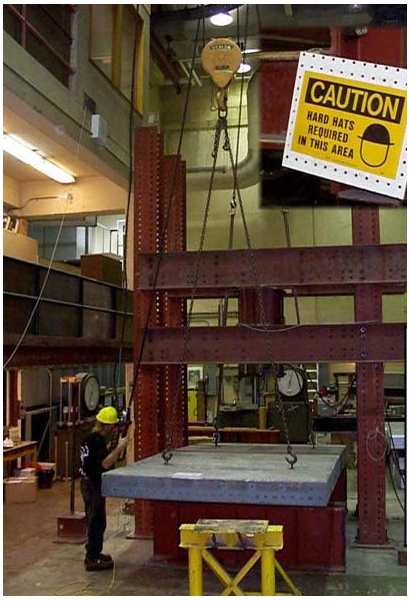


Figure 3. Technician wearing a hard hat and safety shoes during crane operations in the Structures Laboratory.

2.3 Crane Safety Regulations

Specific rules were developed and posted for the use of 6 cranes (Structures, Building Envelope Performance, Building Enclosure and Wind Tunnel Laboratories as well as the shipping & receiving areas) in the BCEE Department. Since the cranes are not used on regular basis, the basic safe operation practices were included in the regulations (see Ref. Documents – Appendix section VI). They are posted in the vicinity of all BCEE cranes. Only authorized technicians with special training can use the cranes.

2.4 Safety Regulations for the Environmental Engineering Laboratory

The experimental Environmental Engineering research often requires some skills in handling potentially hazardous materials. Graduate students often do not have sufficient background and experience in dealing with chemical and bio-hazardous materials.

It should also be noted that the Research Environmental Engineering Laboratory is classified as Bio-safety Level 2.

For these reasons, specific regulations and training were developed for the Graduate/Research Environmental Engineering Laboratory (See Ref. Documents – Appendix Section VII). Emphases were put on sustained supervision of students working in the laboratory. Two chemical Safety Resource Person (SRP) were assigned to provide instructions and assistance to students to safely conduct their lab experiments. If students need to continue their work after regular hours, they must obtain a special permission from the Faculty Supervisor (see Ref. Documents – Appendix section

IX).

Figure 4. The Research Environmental Engr. Laboratory is classified as Bio-Safety level 2.

2.5 Safety Regulations Regarding Bio-hazardous Waste

Since some research requires the use of bio-hazardous or infectious materials, all waste must be rendered harmless before disposal.

This specific regulation is conformed to the Concordia regulations (Laboratory Safety Manual Hazardous Materials, (see Ref. Documents – Appendix section VIII) and cover the following procedures:

- Disposal of bio-hazardous waste
- Basic bio-hazardous spill emergency protocol
- Spill clean-up protocol for small bio-hazardous spills

Figure 5. Bio-Hazardous waste containers in the Environmental Engr. Laboratories

2.6 Safety in the Undergraduate Environmental Engineering Laboratory

The chemical technician or laboratory instructor, supervising both undergraduate and graduate laboratories, specializes in chemistry and microbiology related to environmental engineering. He supervises undergraduate lab experiments.

Before the lab sessions commence, students are instructed on basic rules for handling chemicals.

A copy of the rules is distributed to all students (see Ref. Documents – Appendix section X).

2.7 Laser Safety Rules

Laser light (used in the Aerodynamics, Building Envelope Performance Lab CFI and Water Resources Laboratories), visible and invisible, is potentially dangerous to the eye and skin.

Safety rules for lasers include safety precautions, i.e. wearing special laser glasses, avoiding direct exposure to the eye and skin, removing metal rings and watches before operating the equipment. Students intended to work with laser must take specific Laser Safety Training and be familiar with safe procedures as described in the manufacturer's operating manual (see Ref. Documents – Appendix section XXI).

Figure 6. Laser safety glasses must be worn to operate any laser equipment.

3. Safety Training

All graduate students who intend to work in laboratories are provided with safety trainings. The Laboratory Demonstrators must take such training to safely conduct their TA's duties. On the undergraduate level, students in laboratories are instructed during the first lab session on safety issues such as general emergency (i.e. location of emergency exits) and on safe procedures to carry out their laboratory experiments.

Laboratory safety training provided to Graduate Students and Laboratory Demonstrators consists of two parts: 1) General emergency procedures. 2) Specific laboratory safety related to a given laboratory. Faculty Supervisors have the responsibility to forward a list of their graduate/research students to the Safety officer prior to commencing laboratory experiments.

3.1 General Emergency Procedures

This training is based on the Concordia University Emergency Management. It includes general

instructions of what to do in case of:

- Emergency evacuation
- Medical emergency
- Fire alarm
- Chemical spill
- Electric/gas/ plumbing emergency

3.2 Specific Laboratory Safety Training

Specific laboratory safety is related to a given laboratory. First, the location of safety features is pointed out (e.g. first aid kits, emergency phones, emergency exits, etc) then, the pertinent safety issues to the laboratory are discussed. Potential hazards and precautions are reviewed relating to equipment, materials or procedures. The specific safety training falls into the following topics:

- Laboratory safety rules and check-up list.
- General instruction/responsibilities of lab demonstrator and graduate students
- Chemical safety
- Electrical safety
- Mechanical safety
- Laser Safety
- Nanomaterial Safety

The laboratory safety training booklet is handed out to students (see Ref. Documents – Appendix section XV).

Students planning to work with hazardous materials (chemicals) must take specific Hazardous Waste Disposal for Laboratory Personnel and Hazardous Materials Minor Spill Response Training trainings, which are provided by Concordia Environmental Health and Safety Office.

Upon completion of the training, the Concordia Environmental Health and Safety Office will email a certificate to the student.

3.3 Workplace Hazardous Materials Information System Training (WHMIS)

WHMIS training is covered by the Provincial/Federal legislation and must be provided to a person intended to work with chemical or compressed gases. Concordia EHS provides such training.

WHMIS training includes the following elements:

- Purpose and general requirements of WHMIS
- Responsibilities: supplier, employer and worker
- Classes of controlled products (hazardous materials), their characteristics and hazard symbols

- Safety Data Sheets (SDS)
- Proper labelling practices: contents required on labels and their significance (workplace labels in laboratory)
- Examples of workplace labels and SDS
- General procedure for safe handling, storage and disposal of controlled products
- How to deal with an accidental and releases of hazardous material

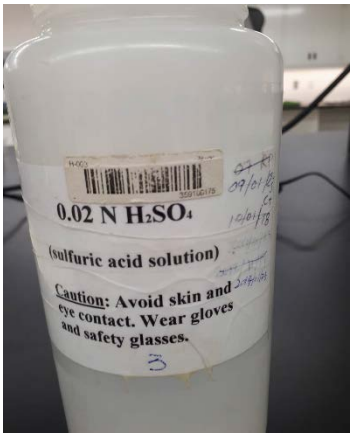


Figure 7. All chemicals are proper labelled.

Students are provided with the WHIMIS training booklet by the Concordia EHS (see Ref. Documents – Appendix section XVIII) and the Safety Data Sheet User's Guide by CSST (see Ref. Documents – Appendix section XIX).

A record of trainees is kept by Concordia Environmental Health and Safety Office, and an electronic copy of the WHIMIS training certificate is emailed to student.

Figure 8. Specific types of storage cabinets must be specified in laboratories in order to separate incompatible chemicals from one another and to safely store all chemicals.

3.4 Hazardous Waste Disposal for Laboratory Personnel Training

This training is provided to individual students in addition to the compulsory, but general

Workplace Hazardous Information System (WHMIS) training. Often graduate students in the Department of BCEE do not have sufficient background in chemistry/microbiology to safely handle hazardous (chemical) and bio-hazardous materials. This training was designed to provide an overview of the different hazardous waste procedures at Concordia University. The goal is to ensure that anyone generating hazardous waste as part of their research, teaching or work activities are aware of the regulations and procedures concerning their proper disposal. The training is mandatory for all faculty, staff, students, volunteers and visitors generating hazardous waste as part of their work or studies, and anyone overseeing spaces or working in areas (labs, studios or workshops) where hazardous waste are generated .

Topics covered include: the types of hazardous waste, the types of waste containers used for waste collection and disposal procedures.

3.5 Hazardous Materials Minor Spill Response Training

As per Concordia University VPS-48 (see Ref. Documents – Appendix Section XII), in areas where hazardous materials are used, the Department Head or Supervisors must ensure that spill procedures and spill response materials are present to assure an appropriate and immediate response to prevent serious injury to students and staff. This training is recommended for anyone working with hazardous materials (chemical, biological or radioactive) where the potential for spills is present.

This training provides a description of the potential hazards associated with a chemical, biological or radioactive spill, along with their appropriate response. Distinctions are made between incidental (minor) and emergency (major) spill. Topics covered include: types of spills, potential hazards, personal protective equipment (PPE), spill kits and University spill procedures.

3.6 Bio-Safety Training

The graduate Environmental engineering Laboratory is designated at Bio-safety Level 2, which requires specific measures and working skills from students as the protection against contamination. Often graduate students in the Department of BCEE do not have sufficient background in chemistry/microbiology to safely handle hazardous (chemical) and bio-hazardous materials. This training is mandatory for a person working with biohazardous materials, and anyone overseeing spaces where these materials are used or stored. The training consists of the following topics:

- The definition and classification of biological agents
- Elements of risk assessment
- Policies, guidelines and regulations
- Safety equipment
- Laboratory management and operations, and biosecurity.

3.7 Safe Handling of Nanomaterials

The Environmental Health & Safety Office is offering a training session on Safe Handling Nanomaterials for those working with engineered nanomaterials in ENCS laboratories and anyone overseeing spaces where these materials are used.

This training focuses on the different hazards involved when working with engineered nanomaterials. Topics covered include: types of nanomaterials, risk assessment, health and safety hazards, control measures including personal protective equipment (PPE) and waste handling.

3.8 Radiation Safety Training

The Environmental Health & Safety Office is offering a Radiation Safety-Sealed Sources and X-Ray Devices training session for all users of radioactive materials and radiation devices in the University. Some of our Gas Chromatograph equipment (Environmental Engr., Indoor Air Quality and Wind Tunnel laboratories) and X-ray analyzer in Environmental lab contains such radioactive materials.

The training covers an overview of the tracking methods used in the radiation safety program, the proper use of TLD and radiation meters, wipe test procedures and other internal procedures and responsibilities.

3.9 Health and Safety on Construction Sites Course

This course is organized by The Concordia University, Chapter of the Canadian Society of Civil Engineering. It is given three times a year and leads to the official construction safety certification.

The course is provided by a professional safety consultant specialized in construction safety. The course content is based on the Safety Code for the Construction Industry and contains the following topics:

- Principle of prevention
- Organization of Safety
- Concept of industrial hygiene
- Hazardous substances/WHMIS
- Personal protective equipment
- Protection against falling
- Scaffolding
- Hoisting
- Electrical safety
- Heavy machinery
- Signals and signs

- Trenches and excavations
- Tools and equipment
- Emergency procedures

A student's manual is prepared by the construction safety consultants and distributed to the course participants. The manual is also available for consultation at the CSCE Office.

4. Personal Protective Equipment

To protect from the hazards in laboratories, some procedures and/or equipment require use of personal protective equipment. The jobs requiring specific protection are stated as mandatory rules in the laboratory regulations. Safety training is the way to get the students to understand the need for personal safety equipment. The specific laboratory safety training deals with the specific hazards in a given laboratory and requirements for mandatory protective equipment. For example, laser safety glasses must be worn to operate any laser equipment. In the undergraduate laboratories, the need to ware personal protective equipment (usually lab coat, safety gloves and glasses) is conveyed to students by laboratory instructors/demonstrators and technicians.

Safety glasses/goggles and gloves must be worn when handling chemicals. Specific protective equipment for chemicals is listed in the Safety Data Sheets (SDS) available in laboratories where hazardous materials are used. The SDS's are visibly placed and easily accessible to all students and staff.

Typically, safety glasses are mandatory to operate machine tools, power saw, drills etc. safety hats and safety shoes must be worn when using cranes and during destructive testing in the Structures Laboratory.

The compliance with the requirements for personal safety equipment is strictly enforced. Students are supervised in that respect by laboratory instructors/demonstrators, laboratory staff and research supervisors.

All personal protective equipment is supplied to students and staff by the Department or research supervisors.

APPENDIX

Reference Documents (supplementary information are in a separate binder)

Section I	Faculty of Engineering & Computer Science – Health and Safety Program and Statement of Principles
Section II	Concordia University Environmental Health and Safety Policy VPS-40VRS-40
Section IV	General Safety Regulations for the BCEE Laboratories
Section V	Safety Regulations for the Structures Laboratory
Section VI	Crane Safety Procedures & Safe Operation Practice for the BCEE Laboratories
Section VII	Safety Regulations for the BCEE Environmental Engineering Laboratories
Section VIII	Safety Regulations Regarding Bio-hazardous Waste for the Environmental Engr. Laboratories
Section IX	Work Permission (after regular hours) for the BCEE Research Laboratory
Section X	Laboratory Safety in the Undergraduate Environmental Engr. Laboratory
Section XI	Department Emergency Information Card
Section XII	Concordia Hazardous Materials Spill Response Policy (VPS-48)
Section XIII	University Injury/Near-Miss Report
Section XIV	List of the BCEE Emergency Responders and Safety Resource Persons
Section XV	General Laboratory Safety Training for the BCEE Laboratory Demonstrators and Graduate Students
Section XVI	Laboratory Safety Manual (Hazardous Materials) – EH & S Office
Section XVII	Workplace Hazardous Materials Information System (WHMIS) – Concordia hazardous Materials Committee.
Section XVIII	WHMIS – Material Safety Data Sheet (SDS) User's Guide (CSST document)
Section XIX	WHMIS- Training Video Tapes
Section XX	Laser Safety Rules