

## **Laboratory Safety Clearance Renovation and Maintenance Activities Land and Building Services**

Land and Building Services employees are responsible for maintaining services and equipment, making renovations as well as performing general housekeeping in laboratories. Many laboratories make use of hazardous chemicals, radioactive materials or infectious organisms. In order for employees to perform their work safely in a laboratory, they must be aware of any hazards and know how to react in the event of an emergency.

To facilitate communication and ensure that all hazards have been removed or controlled prior to work beginning, principal investigators or their designates are required to complete the attached LBS Laboratory Clearance Form. Copies of the form will be distributed as needed by Facility Managers as part of their coordination of the work activity.

Department Heads, Principle Investigators and Program Administrators have role in ensuring that requirement for allowing Land and Building workers to be able to work safely in laboratories is communicated to all responsible laboratory personnel.

Laboratory Supervisors/Users must ensure the lab is in a safe condition. The following actions may be required:

- Laboratory equipment and materials that may interfere with the work or pose a hazard to the workers must be removed.
- Any hazardous residuals must be cleaned from all working surfaces. (Custodial workers are not permitted to handle hazardous materials.)
- Ensure all sharps, broken glass and hazardous waste is disposed of appropriately by laboratory personnel.
- Ensure that the laboratory has been inspected and any material all hazardous spills are contained and cleaned up by lab users.
- hazards are controlled prior to any Land and Building Services employee commencing work in the lab.

In Licensed Radioisotope Laboratories, conduct wipe tests on all relevant surfaces and forward results to the Radiation Safety Office to obtain authorization.

A Land and Building Services “Laboratory Clearance Form” is to be completed and posted in the lab before any non-custodial Plant Operations work is begun. A copy of the form is provided on the reverse.

# Laboratory Clearance

UBC Land And Building Services

Building-	Laboratory Room Number-
Laboratory Supervisor	
Department:	
<b>Prior to entering the laboratory work area plant operations personnel must contact the laboratory supervisor/user to obtain clearance to enter the lab to perform assigned work.</b>	
<b>Possible Hazards:</b> (Note if these items have been in use in the lab)	
Asbestos	Radiation
BioHazards	Magnetic Fields
Lasers	Lab Chemical
<b>Prior to starting work, Plant Operations Personnel and Lab Supervisor must establish:</b>	
Scope of work to be performed and define the work area.	
Detail the equipment must be moved. (The user/laboratory supervisor must move equipment or apparatus)	
That other energized equipment or experiments in process will not affect worker safety	
Shutdowns of fumehoods or services will not affect the safety or operations of others	
<b>Laboratory Supervisor must:</b>	
Provide documented verification that the work surfaces are cleaned and free of residual biohazards or chemical contamination by completing this form	
Provide written authorization from the Radiation Safety Office that the laboratory is free of radiation hazards. Attach HSE Radiation Safety Office authorization to this form.	
Arrange for the removal of all chemicals and hazardous products from the work area.	
Ensure that no laboratory work shall be conducted in the vicinity of the work area.	
<b>Plant Operations must:</b>	
Ensure lockout procedures are followed. (tagged and locked out all switches, valves, heat sources, pressure, etc. associated with the work to be performed)	
<b>The undersigned laboratory user/supervisor hereby verifies that the work area is free of biohazardous, chemical or radiation contamination and that all other hazards are appropriately controlled.</b>	
<b>Name</b>	<b>Position</b>
<b>Signature</b>	<b>Date</b>

**Please post signed copy at worksite**