

**Schlaf Lab Standard Safety Training Record** (2 pages including this page)

**Name:**

**Date:** Thursday, September 11, 2014

I hereby acknowledge that I have been made aware of the following standard safety procedures and regulations effective in the laboratories of Dr. Marcel Schlaf at the University of Guelph:

- Safety glasses must be worn in the lab at all times – Dr. Schlaf will pay for prescription strength safety glasses on request for graduate students/post-docs. \_\_\_\_
- No open toed shoes or sandals will be worn in the laboratories at any time. The use of a labcoat is mandatory (cotton lab coat will be supplied). \_\_\_\_
- No food, drink, or smoking in the lab at any time. \_\_\_\_
- No open flames in the lab without direct, individual, and case by case approval by Dr. Marcel Schlaf. \_\_\_\_
- All flammable solvents have to be handled in closed ground-glass joint equipped glassware. \_\_\_\_
- I have been instructed on the proper procedure to be followed in the event of a fire or injury to myself or others (Call 52000 or use emergency alert station, alert supervisors and others on the floor/in the building, file incident report with the help of the supervisors and/or safety committee chair). \_\_\_\_
- I have been instructed in the use of the spill kit and the procedures to be followed in the event of a major spill (Call 52000, special procedures for mercury spills). \_\_\_\_
- I have been instructed on the correct procedures to be followed regarding the handling and disposal of chemical waste (**Nothing goes down the drain !**) \_\_\_\_
- I have read and understood the Standard Operating Procedure (SOP) for Handling, Use, and Storage of Compressed Gas Cylinders as posted on the departmental web-site <http://www.chemistry.uoguelph.ca/schlaf/Connections.html>. \_\_\_\_
- I have read and understood the Standard Operating Procedure (SOP) for Set-up, Use, and Neutralization of Solvent Stills Containing Reactive Metals or Metal Hydrides. As posted on the departmental web-site <http://www.chemistry.uoguelph.ca/schlaf/Connections.html>. Solvent stills must be neutralized during regular working hours. \_\_\_\_

*Undergraduates are not allowed to perform this procedure without supervision by Dr. Schlaf or another qualified graduate student or post-doc.* \_\_\_\_\_

- I am aware of the University of Guelph's general policy on working "after hours", i.e. before 08:30 h, after 17:00 h, or on weekends and holidays, posted at [www.uoguelph.ca/HR/ehs/](http://www.uoguelph.ca/HR/ehs/) and understand the relevant procedures to be followed (buddy system, hourly check-in by phone to security @ x52245, etc.). \_\_\_\_\_
- I have read and understood the operating manual for the Parr Instruments/Autoclave Engineers/HEL Group pressure reactors used in the Schlaf laboratory. \_\_\_\_\_

*Undergraduates are not allowed to use this equipment without supervision by Dr. Schlaf or another qualified graduate student or post-doc.* \_\_\_\_\_

- Undergraduates are not to be admitted to any of the laboratories of the Schlaf group unless they are 4<sup>th</sup> or summer research students authorized by Dr. Marcel Schlaf. (This is a liability/insurance issue.) \_\_\_\_\_
- The use of organolithium, Grignard reagents or other pyrophoric materials requires the case-by-case approval of Prof. Schlaf and review of the proposed experiment/synthesis by Dr. Robert Reed (Dept. Safety Committee). \_\_\_\_\_
- I understand that synthetic chemistry in a research setting bears intrinsic and often unforeseeable risks and dangers and will follow good common laboratory practice based on the knowledge gained by me in previously attended laboratory courses at the University of Guelph or elsewhere to minimize these risks. \_\_\_\_\_
- No software to be installed on any lab/office computers without Dr. Marcel Schlaf specific and case by case approval. \_\_\_\_\_

Read and understood:

\_\_\_\_\_  
Student/Postdoc/Visitor

\_\_\_\_\_  
Witness