

<b>Section:</b>	<b>Laboratory Safety Manual</b>	Issued By:	Environmental Health and Safety
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### PURPOSE

The Laboratory Placard Instructions provide guidance on how to complete a Laboratory Placard(s) for a laboratory or workshop under the auspices of the University of Calgary. The Laboratory Placard provides University of Calgary personnel and external emergency responders information about the hazardous materials and operations, contact names and business hour contact numbers of key individuals who can be contacted if further information or assistance is required.

### SCOPE

The Laboratory Placard Instructions apply to all persons who are completing a Laboratory Placard(s) for all laboratories and workshops under the auspices of the University of Calgary.

### DEFINITIONS

**Laboratory Placard** is defined as the signage posted outside a laboratory or workshop.

### RESPONSIBILITIES

#### Principal Investigator (PI)/Supervisor

- Ensure all laboratories and workshops under their responsibility have a Laboratory Placard posted as per these instructions.

#### Lab Supervisors/Users

- Assist Principal Investigator/Supervisors in identifying hazardous materials and conditions in all laboratories and workshops that they are listed as authorized personnel.

#### Environmental Health & Safety

- Review and update these instructions as required.

### LABORATORY PLACARD INSTRUCTIONS

- Download the Laboratory Placard from: <https://www.ucalgary.ca/safety/laboratory-safety-manual>
- Check all boxes next to the hazard symbols for all hazardous materials used and/or stored in the laboratory or workshop room(s) listed on the Laboratory Placard. Refer to Chemical Inventory Instructions for assistance in identifying hazardous materials.

The electronic version is the official version of this standard.

- List Special Hazards or Requirements in the laboratory or workshop room(s) listed on the Laboratory Placard. The type of special hazards includes, but is not limited to, strong magnetic fields, laser, x-ray, venting liquid nitrogen Dewars, exposed high voltage. The type of requirements includes, but is not limited to, hearing protection, eye protection.
- List the Principal Investigator(s)/Person(s) in Charge of the laboratory or workshop room(s).
- List the Business Hours Contact Numbers for Principal Investigator(s)/Person(s) in Charge.
- Enter the Date, Building Acronym and Room Number(s) as listed in Chematix.
- Keep the information current and ensure the date is within last 12 months.
- Print the completed Laboratory Placard in color and post outside the laboratory or workshop near each entrance/exit, in a visible location. Do not post on door.

#### **RELATED DOCUMENTS**

EHS-LAB-1008 Laboratory Placard

EHS-LAB-1002 Laboratory Safety Manual Introduction

CMTX-0101 Chemical Inventory Instructions

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