**Laboratory, Workshop, and Other Hazardous Area Signage Form**

The University of Regina (U of R) is implementing consistent laboratory, workshop, and other hazardous (material and equipment) area signs, which will provide hazard and contact information to U of R staff and external Emergency Responders.

The U of R understands that contact information changes frequently, thus, sign contact information will be updated by Health, Safety & Environment annually, at a minimum. Please provide your Faculty/ Department representative with your updated information as soon as reasonably possible to ensure day-to-day accuracy.

To this end, each Laboratory Manager is asked to provide the following information. In the case of a shared laboratory, each PI must provide the information.

**1) Location Specifics -**

|  |  |
| --- | --- |
| **Laboratory/ Workshop/ Area Name** |  |
| **Building & Room Number** |  |

**2) Daytime Contact Information -** This information will be posted on the physical sign (see attached example).

Please provide contact information for at least two people who are aware of the processes and hazards in each area. These contacts will be contacted whenever entry is required into your area. If you wish to have a cell phone number listed here (for example, you are generally not in your office much during the day) then you can list it here if you choose.

|  |  |  |
| --- | --- | --- |
| **Name** | **Office phone number** | **Alternate or Cell phone number(optional)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**3) 24 Hour Emergency Contact Information** – This information will NOT be posted on the sign, but will be provided to Campus Security.

Please provide contact information for those who can be reached during off-hours in case of an emergency. Please list yourself, as well as any other people who would have knowledge of the processes and hazards that could provide accurate information to FM, HSE, or Emergency Responders as the case may be.

|  |  |  |
| --- | --- | --- |
| **Name** | **24hr phone number** | **Alternate** |
|  |  |  |
|  |  |  |
|  |  |  |

**4) Hazard Information**

Please indicate which specific hazards are present in your area. It is assumed that all wet labs will contain various chemicals in different amounts, so there is no need to list all chemical hazards, but please indicate which of the following items are contained in your area:

|  |  |  |
| --- | --- | --- |
| Radioactive Materials | Radiation Black on White | Yes / No |
| Lasers  Class IIIB and Class IV lasers must be declared |  | Yes / No |
| X-ray |  | Yes / No |
| Biological Materials – Indicate Level 1 or 2 use | symbol4 | Yes / No  Level 1 / Level 2 |
| Compressed Gas Cylinders -How many of each are normally present in the area? (Overestimate when appropriate (If you fluctuate between 1 and 2, then declare 2) | symbol1 | # Flammable/Oxidizing\_\_\_  # Non-flammable\_\_\_ |
| Flammable Materials -How many flammable storage cabinets are present in the area? | symbol3 | # of Flammable Cabinets\_\_\_ |
| Are there other hazardous chemicals used/stored in this area? | | Yes / No |
| Personal Protective Equipment must be used in this lab (for either chemical or physical/equipment hazards) | | Yes / No |

Please indicate any other unusual hazards which may require signage or trigger warnings to FM staff or Emergency Responders (eg: hydrofluoric acid, H2S, unusual equipment people who enter need to be aware of).

***Send the completed Form to Representative from your area:***

**Science –** Vincent Ignatiuk

**Engineering –** Lauren Bradshaw

**Fine Arts –** Jan Bell

**All other areas (Arts, FM, KHS, etc.) - send to Sarah Posehn, Human Resources sarah.posehn@uregina.ca**