WORK HEALTH AND SAFETY MEMORANDUM OF UNDERSTANDING

Responsibilities

1. Students and researchers will sign and return this MoU to the corresponding resource personnel (Stéphanie Valois, Aïda Mikhno, or Karine Plamondon) after having successfully taken the laboratory health and workplace safety training offered by the Division santé et sécurité au travail de la Direction de la prévention et de la sécurité (DPS-SST).

2. Students and researchers are responsible for their health and safety and that of their co-workers when in the laboratory by:
   a. Taking measures to reduce and eliminate any safety risks and ensuring their co-workers do the same;
   b. Following the DPS-SST recommended safety procedures;
   c. Using the required personal protective equipment (PPE) and recommended safety equipment;
   d. Not intentionally and naively endangering the health and safety of others;
   e. Requesting necessary technical advice before implementing any unfamiliar and high risk reactions and correctly implementing the recommendations;
   f. Wearing mandatory safety attire at all times when in the laboratory;
   g. Knowing the emergency evacuation procedures and the location of the emergency equipment;
   h. Reporting any accident and dangerous situation to Security.

Laboratory Access and Authorization

1. Students and researchers are forbidden to access Class 2 and 3 laboratories (moderate and high risk) before having read and signed this document.

2. Access to Class 2 and 3 laboratories is exclusively limited to persons having successfully completed the appropriate safety training and who wear the appropriate personal protective equipment (PPE).

3. Students and researchers must read the abridged WHMIS document provided by the DSST and successfully complete the corresponding exam. The research director will administer and evaluate the safety test.

4. Students and researchers agree to participate in the next available WHMIS training offered by the DSST and must pass the corresponding evaluation.
Laboratory General Safety

1. The laboratory dress code (100% cotton lab coat, safety glasses, long pants, closed shoes, long hair tied back, and wearing suitable gloves when required) must be obeyed at all times when in the laboratory. Veils worn by student and researchers must be 100% cotton. Clothing not covered by the lab coat must be inflammable.

2. Students and researchers must be aware of the PPE related rules:
   a. Safety glasses and lab coat must be worn at all times in Class 2 and 3 laboratories, even for low risk activities.
   b. Sandals and other open shoes are prohibited at all times in Class 1, 2, and 3 laboratories.
   c. Gloves used in the laboratory must not touch door handles, computers, and other uncontaminated objects that are used by others. Chemically contaminated objects (lab coats, bottles, gloves, NMR tubes, etc.) must remain in the laboratory. They can be transported outside the laboratory only when in accordance with the DPS -SST UdeM regulations.

3. Students and researchers must be aware of the following rules and regulations:
   a. Undergraduate students are forbidden to work unsupervised in Class 2 and 3 laboratories. Graduate students and postdoctoral fellows are forbidden to work alone in Class 2 and 3 laboratories, unless another person is within close proximity. Students and researchers must advise a co-worker when working alone.
   b. Anyone handling either pyrophoric or highly reactive and toxic compounds (see list on STUDIUM) must ensure that they can receive the necessary help if required.
      Large scale reactions and reactions, not previously done in the research group, must be discussed with both the supervisor and a DPS -SST representative.
   c. Unattended overnight reactions must be clearly identified using the Université de Montréal approved procedure. Reactions can be left unattended only when they are done in a safe and secure manner.
   d. Students and researchers should not underestimate the danger and risks of handling chemicals. They should minimize their exposure to chemicals and be aware of the necessary safety protocols to enact in case of an accident.
   e. 20 L solvent barrels must be stored in vented inflammable cabinets.
   f. Students and researchers must know how to properly use the emergency equipment (showers, eye wash, first aid kit, fire extinguishers, fire alarm, etc.) and be aware of their location.
   g. Students and researchers must know the proper procedure to follow in case of injury, spills, fire, and other accidents.
   h. Students and researchers must know the proper procedure for solvent and chemical waste disposal.

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i. Students and researchers must adhere to the rules and regulations for transporting and working with reagents, chemicals, and compressed gas cylinders.

4. The appropriate MSDS sheets and other safety material (i.e., Encyclopedia of Reagents for Organic Synthesis (EROS available online http://onlinelibrary.wiley.com/book/10.1002/047084289X, Fieser and Fieser http://onlinelibrary.wiley.com/book/10.1002/9780471264194/titles) should be consulted before handling given chemicals. The appropriate PPE should also be worn when working with the given chemicals.

I, .............................................................., have read and understood the health and safety rules and regulations here above for the laboratory of Professor .............................................................in the Chemistry Department at the Université de Montréal. I also confirm that I successfully passed the appropriate health and safety exam. I agree to attend the next available DPS-SST training if I have not yet taken the training. I agree to obey these health and safety procedures while at the Chemistry Department of the Université de Montréal.

I am aware that I will be warned and may be suspended from the laboratory for not complying with these regulations.

___________________________________________  __________________________
Signature                                           Date

___________________________________________  __________________________
Professor’s signature                              Professor’s name  Date

___________________________________________  __________________________
Signature of DPS-SST representative  Name  Date