

Introduction

This document can be used to help you construct and organize your laboratory's record management system that represents the Health, Safety, and Environment Management System (HSEMS). Document management helps to run your lab safely, and in compliance with the University's Health, Safety and Environment (HSE) policies, as well as Alberta Occupational Health and Safety (OHS) regulations.

Please note that this list is not completely exhaustive - some laboratories have different needs than others. All documents and organizational systems should be modified to suit your research group's needs best. Many of the templates listed here are directly from [HSE's Resource webpage](#), other's are maintained by the Faculty of Engineering Safety and Risk Management team and the department of Chemical and Materials Engineering

Please contact the department safety coordinator at shaofeng@ualberta.ca if you have any questions.

Recommended Folder Structure (with clickable links)

01 - Leadership and Supervision

- [Delegation of Laboratory Supervision](#)

02 - Emergency Preparedness

- [Unit Action Plan form request](#)
- [Unit Action Plan template \(Engineering\)](#)
- [Emergency Response Procedures](#)
- [Contact List](#)
- [Working Alone and After Hours Policy](#)

03 - Hazard Management

- [Hazard Assessments](#)
- [Standard Operating Procedure](#)
- [PPE Checklist](#)
- [HA and SOP Index](#)

04 - Inventory of Goods

- [Biological Inventory](#)
- [Chemical Inventory](#)
- [Nuclear Substance Inventory](#)



05 - Training and Documentation

- [Onboarding Procedure](#) (plus records for each lab member)
- [Off-boarding Procedure](#) (plus records for all previous lab members)
- [Competency Assessment](#)
- [Laboratory Specific Training](#)
- [Training Needs Assessment](#)
- [Training Matrix and Log](#)
- Folders for each lab member training certificates

06 - Procurement and Purchasing

- Equipment Receipts (folder)
- Chemical Receipts (folder)

07 - Regulatory Documentation and Licenses

- Folders for laser / nuclear / bio licenses
- [Canadian Biosafety Standard \(3rd Edition\)](#)
- [Nuclear Safety and Controls Act \(2017\)](#)
- [Alberta Occupational Health and Safety Code \(2023\)](#)
- Any other applicable regulatory document

08 - Equipment, Maintenance, and Inspection Records

- [Preventative Maintenance Program](#) (if applicable)
- Completed Inspections (folder)
- Corrective Actions (folder)

09 - Other Documents

- [Chemical Incompatibilities](#)
- [Chemical Safety Guidelines](#)
- [Chemical Storage Guidelines](#)
- [Laser Safety Manual](#)
- Signage Folder
 - [First Aid](#)
 - Chemical Shower (incomplete)
 - Spill Kit (incomplete)
 - Fire Extinguisher (incomplete)
- [Noise Management Program](#)
- [Hearing Protection Fit Test Procedure](#)
- [Safe Transport of Hazard Materials \(On-Campus\) Guidelines](#)
- [Respiratory Protection Program](#)



- [Use, Care, and Storage of RPE](#)
- Forms
 - [Equipment Decontamination Form](#)
 - [Surplus Disposal Form](#)
- Any other applicable safety procedures, guidelines, recommendations, etc.

10 - Archive

- *Files and records must be maintained for 10 years.*

**IF IT IS NOT WRITTEN DOWN, IT DOES NOT
EXIST**

GOOD SAFETY IS GOOD SCIENCE