
1. BI Emergency Equipment Policy

- a. BI Emergency Equipment will be in accordance with the McMaster University.
- b. Report all used or damaged emergency equipment to BI staff.
- c. BI users should be familiar with the location, application and correct operation of emergency equipment.
- d. If you are not comfortable responding to any Emergency situation, contact a BI Technician for assistance.
- e. Refer to the BI Incident and Emergency Response Policy, as needed.

1.1. First Aid Kits

- a. Each BI laboratory contains a small First Aid Kit and a box of waterproof dressings for the personal administration of minor injuries or short-term emergency treatment prior to receiving medical assistance.
- b. A large First Aid Kit is located in the BI office area reserved for use by First Aid Responders. The large first aid kit is inventoried by the first aid responder every 3 months.

1.2. Emergency Showers & Eyewash Stations

- a. Most BI laboratories house Emergency Shower and Eyewash Stations.
- b. It is the responsibility of McMaster University Facility Services to inspect and maintain Emergency Showers annually.
- c. It is the responsibility of the BI to inspect Emergency Eyewash Stations weekly.
- d. Maintenance will be performed by McMaster Facility Services.
- e. Refer to the BI Emergency Shower Station SOP and the BI Emergency Eye Wash Station SOP for operating and inspection information.

1.3. Spill Kits

- a. All BI laboratories contain large hazardous spill kits; containing adsorbent material, spill tube/pillow, gloves, and waste disposal bags.
- b. All BI laboratories contain biohazardous spill kits; containing gloves, adsorbent material, bleach, tongs, plastic bags, biohazardous spill policy and spill notice signs.
- c. Some laboratories contain chemical neutralizing agents.
- d. Some laboratories contain dustpan, broom and/or mop, and/or bucket.
- e. Some laboratories also contain common disinfectant agents (e.g. 20% bleach and 70% ethanol) for biohazardous spills.
- f. Cabinets that contain spill kits or neutralizing agents will be labeled as such.
- g. Users should not attempt to clean up spills that are beyond the spill kit capacity.
- h. After using items from a spill kit, users must notify BI staff.
- i. BI staff will replace depleted or damaged spill kit items as needed.

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- j. Refer to the BI Spill Policies for procedural information.

1.4. Fire Extinguishers

- a. Fire Extinguishers are located in 418 and outside the BI laboratory area.
- b. It is recommended that only properly trained personnel use fire extinguishers.
- c. It is the responsibility of McMaster University to ensure the proper inspection and maintenance of fire extinguishers.

1.5. Fire Alarms

- a. The BI is equipped with manual Fire Alarm pull stations, which are under the inspection and maintenance of McMaster University.

1.6. Telephones

- a. The BI Office areas are equipped with telephones.
- b. BI laboratories do not have hard wired phones.

1.7. Panic Buttons

- a. BI laboratories are equipped with red panic buttons.
- b. When pushed, red panic buttons will alarm (audible & flashing light visible from hallway) and notify McMaster Security.