

**UNIVERSITY OF OTTAWA
DIRECTIVE ON AFTER-HOURS ACCESS
TO RESEARCH LABORATORIES FOR RESEARCH PERSONNEL**

PURPOSE

The University of Ottawa makes lab facilities on its campus available to its faculty, staff and students for teaching and research. Access to research labs is given to those who are trusted to make responsible use of these labs and their resources. Generally, University buildings are vacated and locked at the end of regular business, study or teaching hours. While the University encourages that research be conducted in the labs during regular business hours, it recognizes that some research may require access outside regular weekday business hours, and on weekends and holidays.

This directive sets out the responsibilities of faculty, staff, students and any other user authorized to be in the lab after regular hours or when the University building is closed. The directive must also be read in conjunction with other University policies related to security, health and safety, and to environmental management (including Policy 33 *Security Policy*, Policy 35 *Key Control*, Policy 72 *Environmental Policy*, Policy 77 *Occupational Health and Safety* and Policy 91 *Environmental Management*) and with other guidelines, manuals, permits, directives or instructions from the University, from its Office of Risk Management, Environmental Health and Safety, or from regulatory authorities.

DEFINITIONS

For the purposes of this policy,

- (a) **After hours** refers to i) hours before 8:45 a.m. and after 5:00 p.m., ii) any other hours set by the University as regular business hours, iii) hours after the building is locked, iv) holidays and v) weekends.
- (b) **Professor** refers to the member of the academic staff of the University who is responsible for the research (including the supervisor or principal investigator) and holds the authority over the conduct of the research and the research staff.
- (c) **Research** means activities undertaken by the principal investigator, professor or research staff to conduct scholarly inquiry, to pursue knowledge or to study a specific question, regardless of the source or status of funding.
- (d) **Research staff refers to** all persons directly or indirectly involved in research, including professors, visiting scientists, undergraduate students, graduate students, visiting students, research associates, postdoctoral fellows, research fellows, support staff and technicians.

PERMISSION TO ENTER AFTER HOURS

Professors, graduate students, postdoctoral fellows, research associates, research fellows, visiting scientists, support staff and technicians whose duties require access to the lab may have such access at all times to conduct research. If other research staff members (undergraduate students, visiting students) need access to the labs after hours, they must discuss the experiment with the professor and obtain his or her written permission for access during a given period.

WORKING ALONE

Careful and adequate supervision is in the best interests of the research staff, the University and the academic community. Research staff must be mindful of the inherent risks, dangers, hazards in

undertaking research in a lab, and that those risks, dangers, hazards may lead to injury or property damage. **Working alone in the lab, especially after hours, is strongly discouraged.** Research staff must carefully assess whether working alone in the lab is prudent under the circumstances. If working alone in the lab is unavoidable, especially after hours, research staff must follow safe work procedures, including those in the *Laboratory Procedures and Safety Manual*.

PERMISSION FORMS FOR RESEARCH STAFF

Research staff must complete and sign all forms and other documents required by the faculty concerned or the University to obtain keys or security-access cards. Examples of these forms include the *Orientation for Laboratory Personnel* form and the *Keys* form.

If working in the lab after hours, research staff members are encouraged to carry their University of Ottawa identification card and to call Protection Services at extension 5499 to identify themselves, the lab and its location, and to give the approximate duration of their stay. This is for information only, so that if a problem occurs in the building, Protection Services will know who may be there after hours.

UNAUTHORIZED USERS

Research staff authorized to do research in the lab after hours must not let any other person into the lab after hours. They also must not lend their key or security-access card to others and must take steps to ensure that no one else uses their key or security-access card to access University premises. Family, friends, guests, visitors or any other unauthorized individuals are not allowed into the lab after hours. During the University's regular business hours, family, friends, guests or other visitors may enter the lab for short visits or tours as long as they are accompanied and supervised at all times by research staff.

ACCESS MAY BE PROHIBITED

The faculty concerned or the University may prohibit access to the lab to anyone failing to comply with health and safety laws, this directive or any other University policy, regulation, guideline, practice, directive or instruction.

FURTHER INFORMATION

Questions on the application or interpretation of this directive may be directed to the office of the dean in the faculty concerned.