



The **Clearance to Work in Laboratories procedure** is to be used by research personnel whenever maintenance, repairs or renovations are required in a laboratory. The purpose of this procedure is to ensure that research personnel conduct a proper assessment and clean-up of the laboratory prior to the entrance of non-laboratory personnel who will be conducting the maintenance, repair or renovation work. The risk assessment and hazards clean-up by research personnel will ensure a safe work environment for the trades personnel. Some **typical examples** of maintenance, repair or renovations work that may occur in a laboratory include, but are not limited to:

- Service repair of a biosafety cabinet
- Removal of a laboratory bench
- Removal of a chemical fume hood
- Repair/ replacement of large areas of flooring
- Upgrade/ replacement of room lighting

The **Clearance to Work in Laboratories procedure** is to be overseen by the Person in Charge of the laboratory and should be conducted at the same time that the required work is requested through Facilities and Operations or external contractor.

Note: If you have requested work through the [work requisition process with Facilities and Operations](#), this clearance process is built into the work order. If you are requesting work in your lab that does not involve the work requisition process (such as project work or an external contractor), please proceed with this Clearance Checklist.

1. Determine what maintenance, repair or renovation work needs to be performed and whether it will be a minor or major disruption to laboratory activities:
 - a. If the work is minor, the disruption will be minimal, and hazards can be controlled between maintenance personnel and lab personnel, no clearance to work checklist will be required.
 - b. For maintenance activities or minor repairs or renovations causing disruption, proceed with the **Clearance to Work in Laboratories Procedure**.
 - c. For major repairs or renovations, complete a Laboratory Closeout form as per the [Laboratory Closeout and Relocation Guidelines](#).
2. Identify what types of hazardous materials are in use or stored in the laboratory.
 - a. If the laboratory involved is an **Enhanced Biocontainment** facility working with either Risk Group 3 or prion agents, follow the clearance to work process outlined in the facility's Biocontainment SOP Manual.
 - b. If the laboratory involved is an **Intermediate or High Level Radioisotope** laboratory, complete the attached Clearance Checklist and forward copy endorsed by Principal Investigator/Person in Charge to hse.info@ualberta.ca for additional HSE sign-off.
 - c. For all other laboratories, complete the attached Clearance Checklist without HSE sign-off.
3. Once Clearance Checklist is completed:
 - a. Make a copy available upon request to the supervisor of the non-laboratory personnel who will be entering the laboratory to conduct the maintenance, repair or renovation work,
 - b. Post a copy of the form at the entrance to the laboratory, and
 - c. Prevent laboratory personnel from recommencing work with hazardous materials in the affected space until the required work is completed.



Principal Investigator/Person in Charge:						
Contact Name:		Phone #:		Dept:		
Laboratory Rm #:		Building Name:				
Type(s) of Hazard Present (check all that apply): ☐ Radioisotopes ☐ Biologicals ☐ Chemicals						
Scope of Work:						
Request Date:		Requested By:				
The following items are to be completed for the area in the laboratory that will be disturbed by the maintenance, repair or renovation activity:						
					Yes	N/A
Laboratory Hazard Assessment completed and available for review if requested.					☐	☐
All hazard containers and laboratory apparatus have been secured or removed.					☐	☐
All residues on surfaces in the area have been cleaned.					☐	☐
All surfaces have been tested and are free of radioactive contamination.					☐	☐
All surfaces have been decontaminated and free of biohazard contamination.					☐	☐
All experiments in the area have been stopped if necessary.					☐	☐
All obstructions have been removed from the area to facilitate access.					☐	☐
Is an escort required to enter the space, or do lab personnel need to be present					☐	☐
Date above items completed:						
Person-in-Charge Sign-Off						
"The area is free of any biological, chemical or radioactive contamination and is now safe for the above stated maintenance, repair or renovation work to proceed".						
Principal Investigator/Person in Charge		Signature		Date (dd/mm/yyyy)		
HSE Sign-Off (for Intermediate or High Level Radioisotope Labs only)						
Printed Name		Signature		Date		
Disclaimer: The laboratory clearance review was conducted based on the information provided, and, where applicable, wipe tests conducted for radioactive decontamination and visual inspection of the laboratory during a site visit. Every attempt has been made to identify, evaluate, mitigate and control potential hazards arising from the laboratory clearance procedure. HSE is not liable for any discrepancy. Facility & Operations personnel and contractors should perform their own hazards assessment prior to occupying or working in the laboratory space as per the Guideline for Maintenance/Minor Repair Work in Laboratories.						

