



THE PETROLEUM INSTITUTE

NUMBER: PIP 505

EFFECTIVE: 24-JUNE-2009

REVISED:

SUBJECT: Laboratory classes for New and Expecting Mothers

REFERENCE: PI POLICY

SECTION 1 PURPOSE

- 1.1 To establish a policy to ensure the health and safety of New and Expecting Mothers (NEM) in the PI (Petroleum Institute) laboratories and workshops.

SECTION 2 SCOPE AND APPLICABILITY

- 2.1 This policy is applicable to all members of the Petroleum Institute (faculty, staff and students).

SECTION 3 DEFINITIONS

- 3.1 New and Expecting Mothers (NEM): A woman at any stage of her pregnancy and continues until one month after the woman has stopped nursing.

SECTION 4 POLICY

- 4.1 The laboratory supervisors and the NEMs shall cooperate to ensure the safety of the NEMs and if laboratory condition prevent or hinder her ability to work according to the established protocols, she shall be withdrawn from the course.

SECTION 5 BACKGROUND OR EXCLUSIONS

- 5.1. In accordance with PI policy, all laboratory practical classes that students are required to attend have been risk assessed and protection protocols established to reduce any risks associated with the hazards in the laboratory to be As Low As Reasonably Practicable (ALARP).
- 5.2. Provided that students adhere to these protocols there is no additional risk associated with NEMs conducting approved experiments.
- 5.3. The consequences of accidents are greater when NEMs are present in the laboratory.
- 5.4. To the extent that published information may conflict with this policy, this policy shall supersede that information.

SECTION 6 GENERAL PROVISIONS

- 6.1. A letter should be sent from the individual to the Director - WISE (applicable to students from WISE) or SAD Director (applicable to students from main campus) and to the concerned Chair of the Department (applicable to all faculty, staff and students) detailing the due date and any medical advice the individual has been given by the gynecologist.
- 6.2. NEMs condition shall be reviewed throughout the pregnancy.



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- 6.3. Should her condition prevent or hinder her ability to work according to the established protocols, she shall be asked to withdraw from the course/prescribed job.
- 6.4. Additional safeguards must be implemented (ex. chemical resistant gloves).
- 6.5. Only small bottles of volatile chemicals are to be allowed into the laboratory containing just enough volatile chemical for the individual experiment and these small bottles are to be placed in the fume hoods prior to the experiment.
- 6.6. All work with volatile chemicals requires the use of fume hoods.
- 6.7. Technicians are not allowed to do preparative work in the prep room during these lab experiments.
- 6.8. If the NEM (student) feels uncomfortable due to perceived risk, it is preferable to avoid stress for the NEM and provide her with the option to withdraw from the course irrespective of the Academic Calendar.
- 6.9. If the fume hood fails, the NEM is required to exit the laboratory immediately via the nearest exit, without having to be told.
- 6.10. NEM should know all alternate exits to the lab and be positioned to work nearest to the exit wherever possible.
- 6.11. NEMs shall inform the concerned about her due date and any medical advice she has been given by her gynecologist.

SECTION 7 RESPONSIBILITIES AND PROCEDURES

- 7.1. The President shall cause the terms of this policy to be observed.

SECTION 8 CANCELLATION

- 8.1 None.

SECTION 9 REVIEW STATEMENT

- 9.1 This policy shall be reviewed on a regular time frame to be determined by the President. Upon such review, the President may recommend to the Governing Board that the policy be amended or repealed.

SECTION 10 SIGNATURES

Chair of the PI HSE Council Date

President

Date

Governing Board Chair

Date