

Laboratory Safety Plan

Introduction

A laboratory safety plan is a document that describes the general rules of conduct and other information useful in helping to prevent laboratory incidents and to appropriately respond to any incidents that may occur. A laboratory safety plan is appropriate for those labs where chemical usage is minimal to non-existent. For labs where chemical usage is higher, a Chemical Hygiene Plan should be developed and used in place of a lab safety plan, in compliance with OSHA's Laboratory Standard (29 CFR 1910.1450).

At Baylor University, laboratory personnel are responsible for the preparation of their own lab specific Lab Safety Plan. The plan may cover one or more rooms/laboratories associated with a work group or laboratory course and should consider all health and safety issues involved with that lab's work.

This Lab Safety Plan is a template that can be used by any Baylor university laboratory where chemical use is minimal to non-existent. Filling in the specific information for your laboratory will complete this plan. The plan must then be reviewed by and made readily available to all lab personnel. The plan should be reviewed annually to ensure the continuing accuracy of the plan. This review may be done by the Principal Investigator, Instructor of Record, or another appropriately designated person.

Laboratory Information

Laboratory Unit:

Instructor of Record or Principal Investigator:

Office Location:

Work Phone Number:

Alternate Phone Number:

Department Chair:

Office Location:

Work Phone Number:

Alternate Phone Number:

General Laboratory Safety Rules

The following rules should be observed at all times to minimize the risk of accidental injury to yourself and/or others.

1. Appropriate clothing is required to work in this laboratory. Appropriate clothing for this lab is:
2. Appropriate Personal protective equipment (PPE) maybe required for some work in this lab. PPE will be described in a section below.
3. No eating, drinking, chewing gum, or applying cosmetics is allowed in the laboratory. Long hair should be pulled back.
4. Do not work with lab equipment unless you have reviewed the safety information regarding that equipment. In addition, read your laboratory procedure carefully *before* beginning any part of the experimental procedure.
5. Do not perform unauthorized experiments or make modifications to the procedure of an experiment without your instructor's or Principal Investigator's permission.
6. No horseplay is allowed in the lab.
7. Deliberate mishandling of laboratory equipment is strictly forbidden and may be harmful or fatal.
8. Do not sit on the lab benches.
9. Experiments in progress are not to be left unattended.
10. Mouth suction should never be used to pipet, start a siphon, or for any other purpose.
11. Report all incidents to your lab instructor or Principal Investigator.
12. Ensure that your lab area remains as clean as the work allows.

Specific Laboratory Rules

Personal Protective Equipment

The following personal protective equipment (PPE) is required in this laboratory:

Control Measures

First Aid Kit is located

Eyewash station(s) is/are located

Emergency Shower is located

Fire Extinguisher(s) is/are located

Waste Disposal

Regular Trash: This can be placed in the trashcans in the laboratory.

Broken Glass: This is to be placed in the broken glass box which is located

Hazardous Materials: These are to be disposed of according to the directions of your Lab Instructor or Principal Investigator.

Emergency Response

Evacuation Alarm: In the event of a building evacuation, turn off all sources of heat and suspend all experiments in progress and exit the building according to the evacuation route located near the lab exit(s). All persons evacuating this lab shall assemble at the evacuation assembly point designated for this building.

Fire: If a fire occurs in the lab, do not attempt to extinguish it yourself if you are not trained in the proper use of an extinguisher. Inform the lab instructor/Principal Investigator. If the fire cannot be safely extinguished, evacuate the lab and activate the nearest fire alarm.

Broken glass/chemical spills: Inform the lab instructor or Principal Investigator and follow their directions.

Injuries: Inform the lab instructor immediately or Principal Investigator immediately and follow their directions.

Hazard Communication Addendum

Note: Only include this if your lab uses chemicals

General Introduction

A Hazard Communication plan is a written program developed to detail how hazards are communicated in an area and how the personnel working in that area can protect themselves from those hazards. It fulfills the intention of OSHA's Hazard Communication Standard (29 CFR 1910.1200) by providing workers and students with information to help them make knowledgeable decisions about chemical hazards in their area. Employees and students have the right to know and understand the hazards they are working with, and the right to be protected from those hazards.

The administration of Baylor University is committed to preventing accidents and ensuring the safety and health of its employees and students. Baylor will comply with all applicable federal and state health and safety rules and provide a safe, healthful environment for all their employees and students. This written hazard communication plan is available at the following location for review by all area personnel:

Identifying hazardous chemicals

A list is included with this plan that identifies all hazardous chemicals with a potential for exposure in this area. Detailed information about the physical, health, and other hazards of each chemical is included in a (Material) Safety Data Sheet [(M)SDS]; the product identifier (name, CAS #, etc.) for each chemical on the list matches and can be easily cross-referenced with the product identifier on its label and on its Safety Data Sheet.

List of hazardous chemicals included

(Material) Safety Data Sheets available

Identifying containers of hazardous chemicals

All hazardous chemical containers used at this area will be labeled with either the original manufacturer's label --that includes a product identifier, an appropriate signal word, hazard statement(s), pictogram(s), precautionary statement(s) and the name, address, and telephone number of the chemical manufacturer, importer, or other responsible party -- OR a label with the appropriate label elements just described; OR workplace labeling that includes the product identifier and words,

pictures, symbols, or a combination thereof that provide at least general information regarding the hazards of the chemicals.

It is the responsibility of all personnel working in the area to ensure that all containers are appropriately labeled. Workplace labels must be legible and in English. Environmental Health & Safety personnel will also check for proper labeling during audits of the area.

Keeping Safety Data Sheets

Safety Data Sheets are readily available to all personnel working in this area. Employees can review Safety Data Sheets for all hazardous chemicals used in this area.

If a Safety Data Sheet is not immediately available for a hazardous chemical, employees can obtain the required information by looking online. They may also call Environmental Health & Safety at 710-2900 for assistance.

Training employees about chemical hazards

Before they start their work or are exposed to new hazardous chemicals, workers must attend a hazard communication training that covers the following topics:

- An overview of the requirements of OSHA's Hazard Communication Standard.
- The various routes of chemical exposure and the types of exposures.
- The types of hazards that chemicals present.
- The types of labeling systems currently in use.
- How to understand and use the information on labels and in (Material) Safety Data Sheets.
- The types of personal protective equipment that can be used to reduce exposures.
- The steps to take in responding to a chemical spill.
- Emergency procedures to follow if a chemical exposure occurs.

This training is provided by Environmental Health and Safety and is required to be completed on an annual basis. The initial training must be completed in a live (classroom) training session. Annual refreshers may be completed either in person or online. After completing the training, a certificate of completion will be available as proof of completion.

Accuracy, Annual Review and Updates

I affirm that this Laboratory Safety Plan is accurate and that it provides information for the health and safety of personnel in this area.

Instructor/Principal Investigator

Signature

Printed Name

Date

EH&S Contact Information

Main Phone: 254-710-2900

Office Suite: Draper 244.10

Website: www.baylor.edu/ehs