

APPENDIX R-1

Laboratory Safety--Refresher Training

Establish a laboratory safety area in a visible and accessible location of the laboratory in which copies of the following are kept. Be sure all employees are familiar with these items.

- BMBB Laboratory Safety Plan (in the red binder)
- Hazardous Chemical Waste Management Guidebook
- Radiation Protection Guidebook
- File of MSDSs.

Food and beverages must not be consumed, stored or cooked in the lab.

CHEMICAL EXPOSURE

Review the signs and symptoms of chemical exposure and how to detect the presence of chemicals:

- Sight: crystals, powders, liquids, discoloration
- Odor: know “warning properties”
- Taste: Strange taste in mouth
- Touch: slippery and/or sticky surface
- Physical symptoms or indications:
 - Burning sensation in nose, sneezing.
 - Burning and slippery feel to skin (acids).
 - Burning and not slippery on skin (bases).
 - Headache, nausea, dizziness, lethargy.

SAFETY EQUIPMENT

Know the location of all safety equipment and how to use them:

- Eyewashes
- Showers
- Fire extinguishers

SPILLS

Review current policy on spills. You may clean up spills if you have the capability to do so. Consult the MSDS for clean-up procedures. If you experience a spill beyond your capability to clean, call the Department of Environmental Health and Safety (DEHS) at 6-6002. After hours call 911. Know how to clean up a spill for anything you are working with. This is a favorite question of inspectors.

GAS CYLINDERS

Compressed gas cylinders must be secured in upright positions using tank restraints, tank bases or figure 8s. Valve protector caps should be on all tanks that are not in use. Gas tanks should be moved using a cart with a restraint chain specially designed for gas cylinders.

FIRE AND TORNADO PROCEDURES

Evacuate the building upon prolonged sounding of fire alarms. In the event of a tornado warning, move to the lowest floor of the building and into an interior corridor.

HAZARDOUS SUBSTANCES

Employees must not be exposed to levels of hazardous substances greater than listed permissible exposure limits. This list can be found in the Laboratory Safety Plan (red binder) Appendices B and C.

CORRIDORS

The minimum clear corridor width is 44 inches. Do not block aisles in the lab.

LAB SAFETY RESOURCE MATERIALS

Review the pertinent sections of Safety in Academic Laboratories (the little red book) or Prudent Practices provided in Appendix D of the Laboratory Safety Plan (red binder).

STANDARD OPERATING PROCEDURES (SOPs)

Review your laboratory-specific Standard Operating Procedures (SOPs). Be sure anyone using these procedures is aware of the contents and location of these written SOPs.

EMERGENCY NUMBERS

Be sure the emergency information sheet is posted by all phones and that everyone is aware of emergency medical procedures. During working hours, go to Boynton Health Service. After hours, go to Fairview-University Medical Center (FUMC) emergency. Report all injuries using the forms provided in the Laboratory Safety Plan (red binder), Appendix J.