FACT SHEET: LABORATORY SAFETY ORIENTATION

The Principal Investigator (PI)/Laboratory Supervisor (LS) has the responsibility for the safety and health of all laboratory personnel and students working in their laboratory. This fact sheet is presented as a guide to introduce new lab workers to expectations, hazards, and safety requirements in the lab. The initial orientation should occur before work is allowed to begin in the lab. Please print out this fact sheet and keep it in your lab’s safety binder.

Know Your Responsibilities

**Outline expectations** The clear communication of expectations from the very beginning helps to set the stage for individuals to take responsibility for their own safety and that of their lab mates. The list below highlights key points:

- Follow oral and written safety rules, regulations, and standard operating procedures.
- Consult with the PI/LS before using highly hazardous materials or conducting higher risk experimental procedures. Obtain prior approval, if required.
- Report all emergencies, injuries, near misses, or safety concerns to the PI/LS.
- In an emergency, contact the Baylor PD at 911 or x2222 (campus phone), or 710-2222 (cell phone).
- Keep work area safe and uncluttered.
- Avoid working alone in the lab whenever possible.
- Absolutely no food, drink, or smoking (including e-cigs) is permitted in the laboratory at any time.

Introduce laboratory-specific requirements, such as:

- Location and type of biological, radiological, or other hazards (e.g. lasers, cryogenics, sharps, particularly hazardous substances).
- Use of fume hoods, biosafety cabinets, and other engineering controls.
- Requirements for proper chemical labeling.
- Procedures for handling storing, segregating, and packaging hazardous waste.
- Location and proper use of safety information/equipment.

Communicate the importance of regular laboratory self-inspections:

- Initiate regular self-inspections to increase safety in the laboratory (see Monthly Quick Check).

Review Safety Manuals and Resources

Be familiar with the contents and know the location of the applicable safety manuals, documents, and other resources, such as:

- Lab Safety Manual
- Chemical Storage Safety Guide
- Hazardous Waste Disposal Guide
- Radiation Safety Information
- Animal Worker OHSP
- Biosafety Information
- Laboratory Chemical Hygiene Plan
- Laboratory Standard Operating Procedures
- Laboratory Chemical Inventory
Outline Lab Safety Training Requirements

All lab workers must be properly trained before beginning their work, when given new assignments, or when new hazards are introduced:

- Review the Training Matrix to determine the training requirements for workers in your lab.
- Conduct lab-specific training based on hazardous materials present or procedures used.
- See the EH&S organization on Canvas for available online training modules.
- Maintain certificates for all applicable safety training.

Explain Personal Protective Equipment (PPE)

PPE is required for all persons in the laboratory and must be appropriate to the hazard(s):

- Review the lab’s policy on personal protective equipment.
- Discuss the Laboratory Hazard Assessment.
- Understand the capabilities and limitations of PPE.
- PPE information can be found at: http://www.baylor.edu/ehs/index.php?id=92586

Review Emergency Procedures

Review the location and use of these emergency response procedures, supplies, and equipment:

- Campus emergency procedures.
- Evacuation routes and assembly points, fire extinguisher(s), emergency exits, emergency shutoffs, first aid kit, and nearest phone.
- Eyewash stations and safety showers.
- Chemical spill kit and protocol.
- Importance of and procedures for reporting every incident and unsafe condition to supervisor and/or university personnel.

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<tr>
<th>For serious medical emergencies or fire, call from any campus phone</th>
<th>911 or 2222</th>
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<tr>
<td>For serious medical emergencies or fire, call from any cell phone</td>
<td>254-710-2222</td>
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<tr>
<td>Department of Environmental, Health &amp; Safety</td>
<td>254-710-2900</td>
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Know Additional Contacts

Know who to contact and how to obtain health and safety information:

- Laboratory contacts, such as the PI/Supervisor or lab safety coordinator
- Departmental contacts, such as the Department Safety Officer
- EH&S contacts: http://www.baylor.edu/ehs/index.php?id=92557
- EH&S main number: 254-710-2900
List equipment found in your lab that may require orientation and proof of proficiency, such as: centrifuges, pressure vessels (including autoclaves), x-ray equipment, RF (Radio Frequency Generators) producing equipment, UV light generators, biosafety cabinets, cryostats, high voltage equipment, Class 3B & 4 lasers, electron microscopes, scintillation counters, -80 degree freezers, large refrigerated centrifuge, small refrigerated centrifuge, incubators etc. Note (with checkmark) whether use of this equipment requires: (1) special training (e.g., lasers), (2) supervision, (3) PI approval and/or (4) proof of proficiency.

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