

SECTION IV – Employee Information and Training

The OSHA Laboratory Standard requires that employees be advised of chemical hazards at the time of initial assignment and whenever new exposure situations occur. A safety notebook should be kept as a reference for laboratory personnel. The location of this information is to be indicated below. The Laboratory Standard requires that the following information be communicated to employees:

Table 3.

LOCATION	INFORMATION
OCME website	Location and availability of the chemical hygiene plan (Lab Safety Manual and Lab Safety Plan)
OCME website and bookshelf in 1015	Location and availability of known reference material, including MSDS, on the hazards, safe handling, storage, and disposal of hazardous chemicals
OCME website and bookshelf in 1015	Permissible Exposure Limits (PEL) of OSHA regulated substances and recommended exposure limits to non-regulated substances*
OCME website and bookshelf in 1015	Physical hazards and health hazards of chemicals in the workplace
OCME website	Signs and symptoms associated with exposures to hazardous chemicals used*
personnel file	Documentation that each employee has received training from the Department of Environment, Health and Safety on the OSHA Laboratory Standard
personnel file	Documented annual review of the Laboratory Safety Plan (Appendix 1-D) for each person

*Permissible exposure information and signs and symptoms of exposure can usually be found in the Material Safety Data Sheets (MSDS's)

SECTION V – Personal Protective Equipment

Instructions:

1. Conduct walk through survey of work area to identify hazards for which eye, face, and hand personal protective equipment (PPE) is required.
2. Identify specific work areas, materials or chemicals in the space provided under "Laboratory Operation".
3. In the space under "Hazard", describe the potential hazards for which PPE is required.
4. Under "PPE Required" describe the specific PPE that is required when performing that work activity.

Table 4.

Laboratory Operation	yes	no	Hazard	PPE Required
chemicals (specify): volumes < 1 liter <u>Filling reservoirs in film processors</u>	<input type="checkbox"/>	<input type="checkbox"/>	skin contact; eye and face exposure _____	<ul style="list-style-type: none"> • gloves (consult glove permeability charts)(specify type) • safety glasses with side shields • lab coats • <u>Full face shield must be worn when filling reservoirs.</u>
chemicals (specify): volumes > 1 liter <u>Mixing photographic chemicals: fixative and developer</u>	<input type="checkbox"/>	<input type="checkbox"/>	skin contact; eye and face exposure _____	<ul style="list-style-type: none"> • gloves (consult glove permeability charts)(specify type) • chemical splash goggles • lab coats • rubber aprons (corrosives) • <u>Full face shield must be worn when mixing chemicals.</u>
highly toxic or carcinogenic chemicals _____	<input type="checkbox"/>	<input type="checkbox"/>	skin exposure _____	<ul style="list-style-type: none"> • gloves (double gloving recommended) • lab coats, disposable jumpsuits • _____

animals treated with highly toxic or carcinogenic chemicals _____	<input type="checkbox"/>	<input type="checkbox"/>	skin and inhalation exposure _____	<ul style="list-style-type: none"> • gloves (double gloving recommended) • lab coats, disposable jumpsuits • respirators (N100 or HEPA filter) • _____
radioactive materials _____	<input type="checkbox"/>	<input type="checkbox"/>	skin exposure _____	<ul style="list-style-type: none"> • gloves (consult glove permeability charts)(specify type) • safety glasses with side shields • lab coats • _____
working with glassware under reduced or elevated pressures _____	<input type="checkbox"/>	<input type="checkbox"/>	chemical spray to face _____	<ul style="list-style-type: none"> • chemical splash goggles • gloves • lab coats • _____
handling hot or cold materials _____	<input type="checkbox"/>	<input type="checkbox"/>	skin burns _____	<ul style="list-style-type: none"> • insulated gloves, e.g. Nomex or Kevlar • _____
handling broken glass; inserting glass tubes into glass stoppers and handling other sharp edged objects _____	<input type="checkbox"/>	<input type="checkbox"/>	Cuts _____	<ul style="list-style-type: none"> • leather gloves • _____
explosion hazards _____	<input type="checkbox"/>	<input type="checkbox"/>	injury from flying projectiles _____	<ul style="list-style-type: none"> • face shield • chemical splash goggles • lab coat • gloves • _____
UV light or lasers _____	<input type="checkbox"/>	<input type="checkbox"/>	eye injury _____	<ul style="list-style-type: none"> • safety glasses rated for UV or lasers • _____
Animal handling _____	<input type="checkbox"/>	<input type="checkbox"/>	Allergies Bites Scratches _____	<ul style="list-style-type: none"> • Gloves • Lab coats • Eye protection • Face masks/ respirators • _____
Other Laboratory operations: _____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

SECTION VI – Emergency Procedures

To supplement the general emergency procedures (Laboratory Safety Manual, Chapter 1), each laboratory is to provide procedures to be followed to secure equipment and hazardous chemicals in the event of an emergency arising outside of the lab as well as those that may arise within the lab.

FIRE ALARM: In case of fire alarm, the employee should quickly close and lock room 1015, proceed down the rear stairwell, and meet the rest of the OCME staff on the steps of the Berryhill Building.

FIRE: Leave the room, close the door, and pull the fire alarm (one is located beside each stairwell.) There is a fire blanket located on the wall across from histology.

CHEMICAL SPLASHES: Both an eye wash and safety shower are located on the rear hallway adjacent to the stairwell.

Section VII – FLOOR PLAN

Provide a floor plan of each laboratory, showing the location and class of hazardous materials stored (see Schedule B, Section D), location of laboratory benches, desks, laboratory hoods, fire extinguishers, spill control supplies, and any other items to assist emergency response personnel.
