

#### **Laboratory Safety and Chemical Hygiene Plan**

Principle Investigator:	Date Plan Created:	Lab Location (List all rooms/ benches):
Signature:		List all rooms where chemicals are stored:  This should match EHSA
		Department/Affiliation:
Designated Laboratory Chemical	Contact Info – PI:	Date of EH&S Review/Approval:
Hygiene Officer:	Phone:	
	Email:	
	Contact Info – CHO:	
Signature:	Phone:	
	Email:	
Building Administrator:	Contact Info – Building Admin:	UAB Police: 205-934-3535
	Phone:	UAB EH&S: 205-934-2487
	Email:	

#### Instructions for Completing Laboratory Safety and Chemical Hygiene Plan

This form is to be used as a template. Please read and complete *all applicable* sections. This document will assist your laboratory as well as EH&S in ensuring all personnel are aware of and have been trained appropriately on hazards, safety measures, and general laboratory procedures and expectations. There may be sections that do not apply to your laboratory, when this is the case, *please do not modify the template* just put "n/a" or "does not apply" in the section. *Please do not leave it blank*.

#### **Laboratory Staff and Students**

List all individuals working in the laboratory. Please include full name and Blazer ID.	
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## **Standard Operating Procedures**

Please list all SOPs for this laboratory, whether for hazardous chemicals, nanomaterials, radioactive
materials or special procedures.
Laboratory Policies and Procedures
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## **Potentially Hazardous Practices**

Task/Lab Location	Hazard/Required PPE/Engineering Control
Example: Rotary Evaporation	Ex: Explosion or implosion of round bottom/face shield/perform only in fume hood

## **Engineering Controls in laboratory**

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	Include interlock doors, fume hoods, biosafety cabinets, gloveboxes, flammable storage cabinets, acid
	storage cabinets, machine guarding, etc.
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## **Required Personal Protective Equipment for laboratory**

List all PPE that applies to the laboratory	
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## Safety Orientation Checklist (<u>Print this sheet- to be completed for each laboratory member</u>)

General Laboratory Safety	Initial/Date Completed:	Method:
Name:	Completeu.	(In-Person, Online, Written)
Emergency Evacuation Plan		
Medical Emergency Procedures		
Non-Medical Emergency Procedures		
Loss of Utilities, gas leaks and flooding		
Laboratory Security		
Workplace Violence		
Eyewash – Location & Proper Use		
Fire Extinguishers – Location & Proper Use		
Fire Alarm Pull Stations – Location(s) & Proper		
Use		
PPE & Proper Laboratory Attire		
Physical Laboratory Hazards		
Electrical Laboratory Hazards		
Chemical Safety		
Chemical Hygiene Plan		
Safety Data Sheets (storage location online & in		
lab)		
Chemical Waste Handling/Disposal		
Fume Hood – Proper Use & Care		
Chemical Spill Kit – Location & Proper Use		
Biosafety		
Exposure Control Plan		
Biological Safety Cabinet – Proper Use & Care		
Autoclave- Location &Proper Use		
Disinfectant Solutions – Selection & Proper Use		
Biological Spill Kit – Location & Proper Use		
Sharps – Proper Use & Disposal		
Broken Glass Discard Box – Proper Use &		
Disposal		



## Environmental Health and Safety Annual Safety & Chemical Hygiene Plan Review

PI and all laboratory members must sign <u>each calendar year</u> .
Name/Signature/Date: (list below)

#### **Required Training Courses**

<b>UAB Cam</b>	pus Leari	ing S	vstem

CS101 (required if using any chemicals)

CS055 (required for handling, storing, packing, manifesting hazardous chemical waste)

BIO301L (required for generating, handling, packing or signing for pickup of medical waste)

BIO303 (required if lab uses BSL-1 or BSL-2 containment practices & procedure)

BIO304 (required for working in fume hoods or biosafety cabinets)

BIO305 (required for anyone working with recombinant DNA)

HS200 (required for all laboratories)

<u>BIO500</u> (required for laboratories with potential exposures to bloodborne pathogens)

OHS101 (required for anyone working in the laboratory)

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OHS200 (required for anyone working with compressed gas cylinders)

BIO200 (required for laboratories handling or packaging using dry ice)

Enroll with <u>UAB Employee Health</u>

(List additional training courses here)

#### **Laboratory Emergencies**

Task	Responsible Person
Shutting off oxygen or compressed gases	
Shutting off equipment, experiments or reactions	
Securing all freezers and refrigerators	
Ensuring all personnel have left the area	
Head count at assembly area	
Closing and securing all doors	



Securing or removing personnel items	
Securing laboratory materials	
Other	

Loss of Utilities Shutdown List – (For planned events such as planned maintenance or if power goes out unexpectedly but equipment should not power on/reboot automatically. In emergencies such as fire or chemical spill, evacuate immediately).

Equipment	Location	Responsible Person(s)
Ex: HPLC	Ex: KAUL 447	Ex: Billy Blazer

#### **Laboratory Security**

Task/Document File Location	Performed by/Date
Risk Assessment –	
List of Hazardous Materials/Chemicals –	
List of Hazardous Equipment/Location(s) -	
List of Infectious Agents/Location(s) –	
List of Select Agents or Toxins/Location –	

#### **Additional Resources**

**Chemical Safety Training Course Material** 

**Chemical Security at UAB** 

**Laboratory Emergencies** 

**Chemical Segregation** 

**Risk Assessment Matrix** 

**OSHA Laboratory Standard** 



## **Laboratory Emergency Contact Information – Print and post in laboratory**

Name/Office	Contact
UAB Police Department	205-934-3535 (911 from campus phone)
UAB Hospital Emergency Dept	205-934-3535 (911 from campus phone)
Poison Control	(800) 222-1222
UAB Environmental Health & Safety	205-934-2487
UAB Employee Health/Workplace	205-933-5300
UAB Support Facility	205-934-3797
(Laboratory PI)	
(Laboratory 11) (Laboratory Safety Delegate/CHO)	
(Laboratory Salety Detegate/CritO)	
(Lab Members)	
(Othoro)	
(Others)	



**Exposure Treatment – Print and post in laboratory.** 

# **Treatment for Exposures at UAB**

## I was exposed to

human blood, fluid, or tissue, biologic agent, chemical agent, radiation, laser, animal

CALL 911 IN AN EMERGENCY unconscious, seizures, difficulty breathing, significant bleeding,

potential toxic chemical exposure, burning eyes or throat, or other life threatening injuries

Activate agent-specific safety plan, initiate decontamination procedures

205-934-3411

Ask for the "needlestick and exposure team"

## **Campus Employees and Students**

Complete OJI Incident Report

Supervisor should also complete "Initial Medical Evaluation Form" and send it with the employee; paperwork

MUST BE COMPLETED within 48 hours

OJI form located at: https://www.uab.edu/humanresources/ home/relations/oji

### Hospital/Medicine Employees and Students

Complete Trend Tracker

Trend Tracker information located at: https://www.uab.edu/humanresources/ home/relations/oji

You will be triaged to care depending on exposure