



Eastern Kentucky University

Policy and Regulation Library

University Policy: 4.4.14POL

Responsible Office(s): Graduate Education and Research, Environmental Health and Safety

Effective: February 22, 2019

Next Review Date: Spring 2024

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Laboratory Safety

Statement

It is the policy of Eastern Kentucky University to ensure compliance with proper safety measures in all University teaching and research laboratories. In doing so, the University complies with applicable provisions of the Chemical Hygiene requirements issued under the U. S. Occupational Safety and Health Administration (OSHA) and other regulatory requirements.

This policy establishes requirements for practices and procedures to help ensure that faculty, staff, and students at the University are protected from health and safety hazards associated with University laboratories, including hazardous chemicals, physical hazards, radiation, and biohazardous materials.

The Associate Vice President for Research shall serve as the Institutional Official for providing Laboratory Safety Assurances to regulatory agencies.

Entities Affected

- Deans
- Chairs
- Faculty and staff responsible for University research and teaching laboratories and/or studios or classrooms where hazardous chemicals physical hazards, radiation, and biohazardous materials are present
- Employed undergraduate and graduate students engaged in laboratory-based activities

Procedures

Establishing the Laboratory Safety Committee

The Laboratory Safety Committee shall consist of a minimum of eight members to include: two personnel from the Environmental Health and Safety Department , , the Associate

Vice President for Research or his/her designee, a representative from Model Laboratory School and one faculty or staff member from each College, selected from recommendations of the College Deans. Committee members shall serve two-year terms, which are renewable. A senior official from Environmental Health and Safety (Manager or above or their designee) shall serve as chair of the committee. Other members of the Environmental Health and Safety Department or appointees by the Associate Vice President for Research may serve as resource members in an *ex officio* capacity.

Identifying Affected Units

1. In July of each year, the Laboratory Safety Committee will conduct a survey of all Department Chairs to determine whether potentially hazardous chemicals, physical hazards, radioactive materials or other potentially dangerous materials are used for research or educational purposes within the Department. Survey information will be reviewed by the Laboratory Safety Committee and those departments that have identified lab safety issues covered under this policy will be designated as Affected Units by the Committee.
2. Department Chairs failing to submit surveys by the Committee's deadline will automatically be assumed to be Affected Units for the academic year.

Preparing the Laboratory Safety Handbook and Laboratory Safety Plans

1. Detailed procedures applicable to laboratory safety, including filing of appropriate Laboratory Safety Plans, annual inspections, training requirements, and other guidelines are published in the ECU Laboratory Safety Handbook. This handbook is prepared by the Laboratory Safety Committee. Procedures in the Handbook are to be reviewed annually by the Laboratory Safety Committee and amended, as needed, to assure regulatory compliance.
2. Department Chairs in Affected Units shall work with faculty and staff within their units to develop a Laboratory Safety Plan for each laboratory, classroom, or studio where hazardous chemicals or other hazardous materials are present.

Definitions

- **Affected Units:** Departments or other units that use potentially hazardous chemicals, physical hazards, radiation, and biohazardous materials for research or educational purposes, or units designated by the Laboratory Safety Committee as Affected Units.
- **Hazardous Material:** A chemical, radioactive material, blood borne pathogen or other material for which there is statistically significant evidence, based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens; toxic or highly toxic agents; reproductive toxins; irritants; corrosives; sensitizers; hepatotoxins; nephrotoxins; neurotoxins; agents which act on the hematopoietic systems; and agents which damage the lungs, skin, eyes, or mucous membranes.

- **Laboratory:** A facility where the “use of hazardous chemicals or other hazardous materials” occurs. It is a workplace where relatively small quantities of hazardous chemicals are used on a non-production basis. For the purposes of this policy, “laboratory” may include studio, clinic, or any similar facility where hazardous materials may be used as part of the University’s research, service, or educational mission.
- **Laboratory Safety Handbook:** EKU document outlining appropriate procedures and training requirements related to laboratory safety.
- **Laboratory Safety Plan:** A written program developed and implemented by the University which sets forth procedures, equipment, personal protective equipment and work practices that (i) are capable of protecting employees from the health hazards presented by hazardous chemicals, physical hazards, radiation, and biohazardous materials used in that particular workplace and (ii) meet the requirements of 29 CFR 1910.1450(e) and other relevant safety regulations.
- **Physical Hazards:** Machinery or other equipment requiring specialized training in which could cause physical harm to the person operating specialized equipment.

Responsibilities

- College Dean
 - Provide recommendations for membership on Laboratory Safety Committee
 - Seek resources within the College or the University, as necessary to maintain applicable laboratory safety standards for all laboratory facilities in the College
 - Assist in identifying Departments within the College that are subject to the Laboratory Safety Policy
- Department Chair
 - Work with faculty and staff to develop and implement a Laboratory Safety Plan for each laboratory, classroom, or studio where hazardous chemicals, physical hazards, radiation, and biohazardous materials are present.
 - Ensure that each laboratory has a specific individual who will be the “designated person in charge” of the laboratory. This is especially important for labs that have many users, such as teaching labs.
 - Make budget arrangements for health and safety improvements
 - Support the safety program

- Ensure that faculty and staff adhere to the Laboratory Safety Policy and to accepted safety practices
- Maintain a current copy of the Laboratory Safety Plan for each laboratory in the department in the departmental offices
- Complete annual survey conducted by the Laboratory Safety Committee to determine Affected Units
- Report significant accidents or incidents to the Environmental Health and Safety Office
- Environmental Health and Safety Office
 - Assist faculty and staff with issues relating to chemical storage, handling, disposal, labeling, and safety
 - Assist the Laboratory Safety Committee with training and informing laboratory faculty, staff, and student workers about safety issues
 - Assist the Laboratory Safety Committee in reviewing information obtained from self-auditing inspections performed by departmental laboratories
 - Provide chair of Laboratory Safety Committee
- Faculty and staff (including teaching and research assistants)
 - Comply with all the requirements of this Policy and follow accepted safety practices
 - Ensure that all of their laboratory workers comply with this Policy and follow accepted safety practices
 - Develop a Laboratory Safety Plan, in collaboration with the Department Chair, identifying hazards unique to their individual laboratories, to address safety issues pertinent to these special hazards.
 - Document what chemicals are stored and used in their laboratories and the hazards associated with them
 - Maintain a current inventory of chemicals present in the laboratory
 - Maintain safety sheets and other records for any chemicals covered by this policy
 - Ensure that safety equipment and supplies are present and functional and that laboratory workers use this equipment as needed
 - Request funds needed for specific health and safety improvements.

- Report significant accidents or incidents to the Department Chair
- Ensure that the information on laboratory identification signs is current
- Correct any safety deficiencies identified during inspections
- Laboratory Safety Committee
 - Conduct the annual review of the Laboratory Safety Plan and modify as needed
 - Provide technical advice to Department Chairs, Designated Person in Charge and workers concerning requirements of the Laboratory Safety Plan
 - Make recommendations to the Department Chairs and College Deans for safety improvements
 - Serve as a liaison between safety personnel and the departments to improve communication
 - Maintain documentation relating to the Laboratory Safety Plan, including training records, internal inspection records, and copies of meeting minutes and memos
 - Inform and train laboratory faculty, staff, and student workers about chemical safety as required by the Laboratory Safety Plan
 - Conduct annual internal inspections of labs for health and safety and submit written reports of the inspection to the Associate Vice President for Research
 - Chemical Safety Officer (CSO) will aggregate the data from the internal laboratory inspections and submit a written report to the Associate Vice President for Research
 - Publish an annual survey to be sent to all department chairs
- Laboratory workers, including students
 - Comply with all health and safety standards and rules
 - Successfully complete and required training as specified in the Laboratory Safety Plan
 - Report all hazardous conditions to the laboratory supervisor
 - Wear or use prescribed protective equipment

- Report any suspected job-related injuries or illnesses to the laboratory supervisor and seek treatment immediately
- Refrain from the operation of any equipment or instrumentation without proper instruction and authorization
- Remain aware of the hazards of the chemicals in the lab and handle hazardous chemicals safely
- Request information and training when unsure how to handle a hazardous chemical or procedure

Statutory or Regulatory References

OSHA Laboratory Standard:

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10106

Violations of the Policy

Policy compliance is the joint responsibility of all involved. If non-compliance issues are identified by the Laboratory Safety Committee, corrective action may be necessary and shall be completed following consultation with the faculty member, respective Dean, Department Chair, and/or Associate Vice President for Research. Any actions deemed necessary in response to policy non-compliance may be appealed to the Provost.

Policy Adoption Review and Approval

Tenure and Promotion

Policy Revised

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
February 22, 2019	Board of Regents	Adopted
October 24, 2018	President	Approved
October 3, 2018	Provost Council	Approved
October 1, 2018	Faculty Senate	Approved

Policy Issued

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
June 9, 2014	Board of Regents	Adopted
May 8, 2014	President	Approved
May 7, 2014	Provost Council	Approved
April 7, 2014	Faculty Senate	Approved