

## Guide to Establishing a Lab Specific Health & Safety Program

Systematic integration of health, safety and environmental considerations into all research operations is a key component of the University EH&S Policy. The following is a set of instructions for implementing the campus Injury Illness Prevention Program and Laboratory Chemical Hygiene Plan. Check boxes indicate action items that will assist you in establishing a lab specific safety program. Completion of these core EH&S lab safety elements are critical steps in establishing a safety culture and preventing injuries, illness and environmental incidents.

### A. ***INJURY ILLNESS PREVENTION PROGRAM (IIPP) / CHEMICAL HYGIENE PLAN (CHP)***

- Review your IIPP/CHP binder and edit Appendix J (Chemical Hygiene Plan) to ensure it describes laboratory policies and procedures specific for your operations.  
[http://ehs.ucsc.edu/lab\\_research\\_safety/pubs/chp/CHP2008.rtf](http://ehs.ucsc.edu/lab_research_safety/pubs/chp/CHP2008.rtf)
- Identify and document a Lab Manager (PI) and Lab Safety Representative (LSR) on Appendix A and provide names to EH&S  
[http://ehs.ucsc.edu/lab\\_research\\_safety/pubs/chp/RespPersonsIIPP.PDF](http://ehs.ucsc.edu/lab_research_safety/pubs/chp/RespPersonsIIPP.PDF)

### B. ***TRAINING AND EDUCATION***

- Identify training needs for individual researchers or specific job classifications (undergrads, grads, post docs, etc) in your laboratory on Appendix H  
[http://ehs.ucsc.edu/lab\\_research\\_safety/pubs/chp/labtrainingneed.pdf](http://ehs.ucsc.edu/lab_research_safety/pubs/chp/labtrainingneed.pdf)
- Have all workers review your IIPP binder and lab specific Chemical Hygiene Plan and instruct them where the IIPP / CHP binder is kept.
- Provide and document new employee health & safety orientation for all workers.  
[http://ehs.ucsc.edu/lab\\_research\\_safety/pubs/facts/Lab\\_Training\\_List.doc](http://ehs.ucsc.edu/lab_research_safety/pubs/facts/Lab_Training_List.doc)
- Maintain documentation of training for a minimum of three years.

### C. ***SPILLS & EMERGENCIES***

- Post current Emergency Response procedures and contact information via the Laboratory Chemical Hygiene Flip Chart. Contact EH&S (459-2553) to receive a flip chart.
- Instruct new workers on your specific laboratory emergency response procedures. Ensure all lab workers know the location(s) of and how to use emergency equipment such as safety shower/eyewash stations, fire alarm pull boxes, fire extinguishers, and emergency spill supplies.
- Provide information on your department's disaster procedures and emergency evacuation assembly point.

### D. ***CHEMICAL HYGIENE***

- Teach workers about hazardous materials references (e.g. MSDS's) and ensure workers are knowledgeable about the hazards associated with chemicals they use.  
[http://ehs.ucsc.edu/msds\\_and\\_chemical\\_info/index.php](http://ehs.ucsc.edu/msds_and_chemical_info/index.php)
- Maintain a laboratory chemical inventory and inform researchers how to access it. Contact EH&S (459-2553) for questions related to the campus chemical inventory program.

### E. ***GENERAL LAB SAFETY RULES and POLICIES***

- Conduct and document quarterly "in-house" inspections of your laboratories.  
[http://ehs.ucsc.edu/lab\\_research\\_safety/pubs/chp/LabInspection.pdf](http://ehs.ucsc.edu/lab_research_safety/pubs/chp/LabInspection.pdf)
- Establish and enforce a laboratory apparel and personal protective equipment (PPE) policy documented in your IIPP/CHP binder. Minimum recommended PPE in laboratories where hazardous materials are stored and used includes long pants, close toe shoes and safety glasses. Further protective attire, including gloves, goggles, lab coats, etc must be selected based on the type and quantity of hazardous material as well as the specific experimental procedure.
- Develop or provide generic written SOPs. Generic SOPs are appropriate for many laboratory functions but specific SOPs are required for high hazard operations (work with carcinogens, mutagens, reproductive hazards, lasers, biological hazards, etc).  
[http://ehs.ucsc.edu/lab\\_research\\_safety/fact\\_sheets.php](http://ehs.ucsc.edu/lab_research_safety/fact_sheets.php)