

Laboratory Safety Orientation and Chemical Hygiene Plan (CHP)

To be completed before laboratory work begins:

1. Read and sign Safety Overview (this page). Bring a signed copy to the lab you are working in.
2. Review the Laboratory Chemical Hygiene Plan, MSDS, and any IH survey or SOP* requirements.
3. Receive Hazardous Waste and Spill Response Training from your HazMat Rep or PI
4. An introduction to lab facilities and equipment will be led by the laboratory manager.

SAFETY OVERVIEW

Students are expected to be aware of the possible hazards in and around the laboratory.

The guidelines below should be followed:

1) General laboratory safety and hygiene will be practiced at all times in the laboratories.

- a. Keep the laboratory area clean: clean-up after you are done.
- b. Any new chemicals must be pre-approved, order in coordination with your hazmat rep and your PI
- c. Any usage of a chemical in a room's fume hood needs to be pre-approved ahead of time.
- d. Know the Chemical Inventory for the lab, keep it current – nothing down the drain, nothing in the trash
- e. Work with you hazmat rep and your PI to be sure wastes and samples are labelled and stored/disposed correctly.
- f. Observe room access controls; always label containers; keep your name/phone # at experiments left unattended
- g. Use appropriate safety equipment as required – Lab coats and gloves always!
See MSDS/SDS/HMIMS for the chemicals you are using
- g. Exercise good judgment. If you don't know, ask!

2) Material Safety Data Sheets (MSDS)** give information about the hazardous materials in a given room. It is expected that each student will read the appropriate MSDS/SDS for the materials that will be used, and ask questions about fume hoods, protective equipment, and chemical usage. Copies of MSDS are available upon request for HMIMS database access, from staff members and located in a binder at the lab. *Read Laboratory SOP if Chemical being used is acutely toxic, carcinogen, sensitizer, or reproductive hazard. Follow PPE and fume hood (log usage!) requirements.

3) Know the location of the following:

- a. Safety shower and eyewash
- b. First aid kit
- c. Fire extinguisher
- d. Spill response kit (only use if trained)
- d. Telephone - How to call Hazmat Rep; Call 911 if a large spill

4) Notify staff member immediately of any:

- a. Potential dangers
- b. Accidents and spills
- c. Injuries (no matter how minor)

If you have any questions regarding safety or lab procedures, ask a staff member immediately. (Better to know and be safe, than naïve and be dead or injured.) You are ultimately responsible for your safety as well as your fellow students.

PLEASE COMPLETE THE FOLLOWING:

Having read the safety guidelines above and those contained in the Laboratory Chemical Hygiene Plan

I, _____ (print your name), am fully aware of the safety guidelines of the laboratory I am working in.

Signature: _____

Date: _____