

College of Forestry 350: Laboratory Training and Hazard Communication

Safety Policy & Procedure Manual
Section 300: Laboratory Safety
Effective: 01 January 2007
Revised: August 2014

PURPOSE

The purpose of this section is to ensure that all persons involved in laboratory activities are properly trained in laboratory procedures, understand all hazards of their job assignments, and are knowledgeable about the proper procedures in the event of an accident.

Background Information

Laboratory training is regulated under Oregon Administrative Rules Oregon Occupational Safety and Health Division, Division 2, subdivision D (437-007-0300).

Applicability

All academic, research, students, and visitors in the College of Forestry

Procedure

Training

1. Each employee shall receive training at the time of initial assignment to the laboratory, before assignments involving new exposure situations, and at a regular frequency as determined by the Laboratory Chemical Hygiene Officer. Training is mandatory and OR-OSHA inspections are likely to include a survey of random individuals about the knowledge required to be presented in this training. Training materials are available from EH&S and on their web site.
2. Supervisor's responsibilities for training employees can be found at:

<http://oregonstate.edu/dept/budgets/SAFManual/SAF205.htm>

This includes links to the reading materials listed on the Acknowledgement of Safety Rules form and the form itself.

In addition to this form, every employee should be assisted in filling out the Job Hazard analysis form. The form and the hazard analysis sheets for each job can be found at:

<http://oregonstate.edu/dept/ehs/oshabrd/ppetasks.pdf>

<http://oregonstate.edu/dept/ehs/oshabrd/hazardanalysis.pdf>

Each job classification has a single page in the manual describing the hazards and listing the personal protective equipment required. The supervisor should determine which jobs are likely for the whole group and print the sheets for those jobs. These can be kept with this manual for employees to consult.

Training will include:

- a. Location and details of the OSU Chemical Hygiene Plan (this document) and, if applicable, the Laboratory Chemical Hygiene Plan;
- b. A review of the Laboratory Safety Rules ([Reference 25](#));
- c. How to use MSDS's and their utility in the laboratory
- d. Location of the Permissible Exposure Limits (PELs) for OSHA-regulated substances ([Reference 8](#));
- e. Chemical hazards in the laboratory, including medical signs and symptoms associated with acute and chronic exposure to those chemicals present in the laboratory that are potentially hazardous to the employee's health given quantities in use. Quantities may include very small amounts

- for carcinogens such as benzidine or large quantities for solvents with PELs over 500 ppm such as acetone;
- f. Location and availability of reference material on chemical safety;
 - g. Location and proper use of emergency showers and eye washes for employees who might be exposed to chemical splashes and discussion of chemicals in the lab requiring urgent medical action. Exceptions to 15-minute flushing with water (e.g., hydrofluoric acid) must be discussed;
 - h. Location and *use* of fire extinguishers and other lab safety equipment and personal protective equipment relevant to the employee's work;
 - i. Building escape routes for use in the event of a fire or serious release of agents that are hazardous.
 - j. Safety concerns specific to the tasks performed in the laboratory.

NOTE:

Supervisors are required to document all training ([Reference 24](#))

Hazard Communication

1. The Hazard Communication booklet should be available in each laboratory ([Reference 9](#))
2. Material Safety Data Sheets (MSDS's) describe relevant safety and health information for a chemical. MSDS's for chemicals used in the laboratory should be in each laboratory or access to the main University MSDS computer data base should be immediately available.
3. MSDS's can be obtained from EH&S.