



Laboratory Supervisor's Guide to Health and Safety Training

Health and Safety Training of UVM laboratory workers is the responsibility of the lab supervisor with assistance from the Risk Management Department and the Radiation Safety Office. Risk Management's Environmental Safety Facility staff offers general Chemical Safety, Environmental Awareness and Bloodborne Pathogens training as requested. This training can provide an important portion of the over all safety training needed by the lab worker.

Lab Supervisors are responsible for informing and training all employees and students in their labs about the hazards in their workplace and providing them with the necessary training, protective equipment and precautions. This information can be provided by either the Risk Management (RM) Department (indicated by the dot), or the Laboratory Supervisor (LS) (indicated by the check mark). Required subjects include the following:

I. General

- General laboratory safety, regulation overview and emergency response (RM)
- ✓ Proper use of equipment and lab protocols including safety and disposal procedures (LS)
- ✓ Safety tour in and outside of lab including but not limited to fire extinguishers, fire alarms, exits, and safety equipment (LS)
- ✓ Emergency response procedures specific to each lab and emergency phone numbers (LS)
- ✓ Documentation of all trainings (LS or Department)
- ✓ We recommend developing a Lab Safety Handbook (See reverse) (LS)

II. Chemical Safety and Environmental Awareness Training

- OSHA Laboratory Standard and the UVM Chemical Hygiene Plan (CHP) (RM)
- UVM Environmental Management Plan Procedures 1 - 7 (RM)
- ✓ Safety information including Material Safety Data Sheets (MSDS) and laboratory chemical hazards (Chemical Use Planning Form, CHP, *Prudent Practices in the Laboratory*) (LS)
- ✓ Controls used to minimize the risks (Chemical Use Planning Form, CHP) (LS)
- ✓ Allowable exposure limits (MSDS, *Prudent Practices*, Risk Management) (LS)
- ✓ Method of exposure assessment (Chemical Use Planning Form, CHP) (LS)
- ✓ Means (visual, odor, etc.) to detect a release of hazardous chemicals (MSDS) (LS)
- ✓ Signs and symptoms of an exposure (MSDS, *Prudent Practices*) (LS)

III. Biosafety and Bloodborne Pathogens

- OSHA Bloodborne Pathogen Standard and the UVM Exposure Control Plan (RM)
- ✓ **Within ten days** of assignment to a position in which exposure to bloodborne pathogens may occur all employees who work with human or primate blood, blood-products or other potentially infectious bodily components must:
 1. be designated "at risk" with the **Infectious Materials Risk Designation Form** (LS), and
 2. offered the Hepatitis B vaccine with the **HBV Vaccination Consent/Dissent Form** (LS)*The Laboratory Supervisor or Department should keep copies in personnel files.*
- ✓ Laboratory biosafety hazards (LS)

IV. Radioactive Materials

- ✓ All users of radioactive material require certification through the Radiation Safety Office. (LS, RSO)

Call the ESF at 6-5400 for more information about any of these subjects.

The laboratory Supervisor is responsible for annual documentation of all completed trainings, including those given by Risk Management. Safety information and training shall be provided and documented at the time of an employee's initial assignment to a work area where hazardous chemicals are present and prior to assignments involving new exposure situations.



Laboratory Safety Handbook Template

Table of Contents

A. Safety Information and Planning for Hazards (EMP Procedure 1)

1. Chemical Safety Information and Locations
 1. Reference materials (MSDS/website, LCSS from *Prudent Practices in the Laboratory*, etc.)
 2. Chemical Use Planning Forms
 3. Chemical Labeling and Storage Guidelines
2. Specific Laboratory Protocols (Chemical Use Planning Forms or equivalent)
3. Biosafety and Bloodborne Pathogen Information
 1. Standard microbiological practices & Biosafety Levels (*Biosafety in Biomedical & Microbiological Laboratories*)
 2. BBP information (personnel files in the lab or department must contain Risk Designation forms and Hepatitis B Vaccination Consent/Dissent forms and documentation of all 3 shots for all “at risk” employees).
4. Radiation Safety Information
5. Other Laboratory Safety Guidelines as Needed
e.g.- Proper use of fume hood (EMP Procedure 3), cold room, centrifuge, etc.

B. Disposal Procedures

1. Chemical Waste (EMP Procedure 5)
-List of chemicals suitable for sink or trash disposal (EMP Procedures 2 and 4)
2. Biohazard (<http://esf.uvm.edu>)
3. Radioactive (<http://www.uvm.edu/~radsafe/>)

C. Emergency Preparedness and Response (EMP Procedure 6)

1. Emergency Equipment Location and Operation (fire alarms and exits, fire extinguisher, phone, eye wash, shower, chemical spill kit)
2. Emergency Response to Specific Laboratory Hazards
3. **Emergency Contacts**

1. Police Services	911
2. Fire	911
3. Ambulance	911
4. Chemical/Biohazard Spill	656-5400 (8-4:30 PM / M-F) or 911
5. Radiation Safety	656-2570 (8-4:30 PM / M-F) or 911

D. Laboratory Self Inspection Forms (EMP Procedure 7)

E. Safety Training Documentation (EMP Procedure 8)

1. Environmental Awareness, Chemical Safety, Bloodborne Pathogen, Radiation Safety, other
2. Employee Safety Concerns and Corrective Action

F. Hazardous Chemical Inventory (EMP Procedure 9)

G. Lab Specific Exceptions to the University Health and Safety Policy

H. Employee Acknowledgment of Training and Signature

The UVM Environmental Management Plan can be accessed at <http://esf.uvm.edu/uvmemp>

This outline is a suggestion and may not address all laboratory situations.