

LAB SAFETY GUIDELINES FOR ADMINISTRATIVE PERSONNEL

There are several potential hazards inherent in working at any site, and specific potential hazards are associated with performing administrative tasks at a research laboratory. Biological Sciences is dedicated to minimizing these hazards and to providing the training necessary to either avoid or to protect against exposure. Potential hazards in the Life Sciences Addition (LSA) and proper working procedures are outlined below.

Laboratory Safety Precautions

- Never touch a lab bench or anything on a lab bench. Assume it is contaminated.
- Never lean against a lab bench.
- Never touch anything labeled "RADIOACTIVE" or "BIOHAZARD".
- Heed all safety caution and warning signs and labels.
- Do not interrupt researchers at work without their permission.
- No drinking, eating, and smoking in labs or technical support rooms.
- Report any situation that seems to be hazardous or discuss any concerns with your Supervisor, the Building Safety Coordinator (3-8121) or Environment, Health and Safety (2-3073).
- In the event of a chemical, radioactive or biological spill in a lab or support room, notify laboratory personnel and the Building Safety Coordinator (3-8121) or Environment, Health and Safety ((2-3073) immediately.
- Make certain you know the emergency procedures outlined in the Life Sciences Addition Building Evacuation Plan (BEP) and that you are familiar with ALL evacuation routes and emergency exits. You may not be in your own office in case of fire or earthquake.
- Always wash your hands upon leaving a lab.
- Report any work-related injury or illness to your supervisor, the building safety coordinator and CSS Personnel.

Specific Potential Hazards and Protective Procedures

▪ Chemicals

- **Explanations of potential hazard:** Some of the chemicals used in the Life Sciences Addition are hazardous and could cause severe injury if handled improperly. These include acids, bases, organic solvents and carcinogens.
- **Procedures to minimize exposure:**
 - All laboratory chemicals are off limits to personnel not trained in their hazards and proper handling procedures.
 - If you should notice a chemical spill, notify lab personnel and the Building Safety Coordinator 3-8121 or Environment, Health and Safety Office (2-3073) immediately.
 - Wash your hands upon leaving the lab.

- **Ionizing Radiation**

- **Explanation of Potential Hazard:**

Small amounts of relatively low levels of radioactivity are used in experiments in LSA. These isotopes are used by authorized personnel only and in accordance with federal and state guidelines. When used properly, the levels of radioactivity used in LSA result in little, if any, exposure to the researchers and absolutely no exposure to any other personnel. Since prolonged or excessive exposure to radioactivity can be hazardous to your health, however, it is imperative to minimize exposure by following the procedures outlined below.

- **Procedures to avoid exposure:**

- Never touch anything labeled “CAUTION-RADIOACTIVE MATERIALS” or “CAUTION-RADIOACTIVITY.”
- Discuss any concern regarding radioactivity and report any possible exposure to your supervisor, the Safety Coordinator Barbara Duncan 3-8121, Derek Apodaca 2-2467 or the Office of Radiation Safety (3-8414).
- Wash your hands upon leaving the lab.

- **Bacteria and Microorganisms**

- **Explanation of potential hazard:** All work with these microorganisms in LSA is carried out following standard microbiological laboratory practices. The following precautions will assure that personnel are not exposed.

- **Procedures to avoid exposure:**

- Do not touch anything labeled “BIOHAZARD”.
- In case of concern or accidental exposure notify your supervisor or Environment, Health and Safety (2-3073) immediately.
- Wash your hands upon leaving the lab.

- **Electrical Hazards**

- **Explanation of potential hazard:** All work with these microorganisms in LSA is carried out following standard microbiological laboratory practices. The following precautions will assure that non-laboratory personnel are not exposed.

- **Procedures to avoid exposure:**

- Do not touch laboratory equipment.
- Identify and stay away from electrophoresis equipment.

- **Glass and Broken Glass**

- **Explanation of potential hazard:** Biological laboratory research work involves lots of glassware and much of it gets broken. Broken glass, improperly handled, can cause severe cuts or small fragments can get in your eyes. Likewise sharp implements used in research manipulations can cause cuts and puncture wounds if mishandled.

- **Procedures to minimize risk of injury:**
 - Do not touch laboratory glassware or instruments.
 - Handle and dispose of glass in such a way as to minimize shattering.
 - Dispose of glass only in containers labeled “DEPOSIT GLASS HERE”.
 - In case of a cut or glass in the eye, get help immediately from laboratory personnel and report to your supervisor.
 - Deposit sharps only in approved and labeled sharps containers.

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