

6. Signs and symptoms of exposure associated with hazardous chemicals used in the workplace.
7. Availability of reference material, including SDSs.

Training should be provided immediately for new employees in the affected work area and annually thereafter for all personnel. The name of each person trained shall be recorded together with the training contents, date, and the trainer.

It is the responsibility of the Department and the PI to assure that all staff members attend the required training sessions. It is the Department's responsibility to alert the University EH&S Office and the CHO of a new employee. Further, if English is not the primary language spoken by a staff member, the Department should ensure that an interpreter accompanies the non-English speaking staff.

1.5 GENERAL LABORATORY PRACTICES

1.5.1 Food and Drink

Food and drink are not permitted in the laboratory at any time. In addition, laboratory members should never smoke, eat, drink, chew gum, apply cosmetics or lip balm or handle contact lenses in the laboratory.

Food used in research (e.g., dry milk, cornmeal, oil, sugar) should be labeled "For Research Use Only."

Alternatives for Food and Drink Storage include:

- Food storage areas (shelving or cubbies) by the outside main entrance to the laboratory areas
- Designating lounge areas for food and drink consumption
- Designated areas within kitchenettes for laboratory food and drink storage

No food and drink in laboratories or adjacent offices will mitigate potential ingestion risk and assure compliance with regulations.

1.5.2 Cell Phone Usage

Cell phone usage in the laboratory should be limited and restricted to emergency use only. Cell phones are difficult to decontaminate if they come in contact with hazardous materials in the laboratory. Land lines designated for usage within the laboratory setting for laboratory personnel will minimize any potential for transfer or exposure.

1.5.3 Restricted Access

Access to laboratories where hazards are present should be limited to researchers or personnel trained on the hazards present in that work area. Visitors to the area must be accompanied by a laboratory member who is familiar with the area and trained in emergency response procedures relating that laboratory. Areas where highly hazardous materials are located should be demarcated and access should not be permitted to visitors or those less familiar with the hazard present.