

1.3.5 Environmental Health and Safety Office

The primary responsibility of the University EH&S Office staff is to provide technical support and guidance to laboratory personnel for the development and management of EH&S programs. The University EH&S Office is responsible for reviewing and updating the common (non-laboratory specific) portions of the manual on an annual basis and distributing any required changes to the appropriate University personnel. The University EH&S Office offers the following services relating to chemical hygiene:

- Development and evaluation of safety procedures
- Laboratory inspections and audits
- Fume hood evaluation and inspection
- Training and information dissemination
- Hazardous waste disposal
- Hazard and exposure assessments
- Accident investigation
- Emergency assistance

1.4 TRAINING REQUIREMENTS

The CHO or the chemical hygiene coordinator shall provide information and training concerning the handling of hazardous materials in the laboratory. The University EH&S Office staff is available to assist in developing and implementing training procedures and policies.

Employees shall be informed of the presence of hazardous chemicals when assigned to a work area and prior to new exposure situations. This information must include the following:

1. Contents of the Occupational Safety and Health Administration (OSHA) Laboratory Standard, Title 29 Code of Federal Regulations Section 1910.1450.
2. Applicable details and location of the manual.
3. Emergency and personal protective equipment training.
4. Physical and chemical properties of hazardous substances used in the workplace.
5. Proper handling of hazardous chemicals to minimize exposure.

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.