

Policies and Procedures	Page 1 of 6

Title
LABORATORY SAFETY MANUAL

Effective Date
05/11/2012

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 3
Policies and Procedures	Page 2 of 6
Title LABORATORY SAFETY MANUAL	Effective Date 05/11/2012

easily and safely manipulated by one person. This excludes workplaces whose function is to produce commercial quantities of materials.

General
Laboratory
Safety

One of the most serious problems in laboratory safety is the lack of information about hazards and causes of accidents in laboratories.

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 3
Policies and Procedures	Page 3 of 6
Title LABORATORY SAFETY MANUAL	Effective Date 05/11/2012

neck throat protection from flying projectiles or splashing chemicals.

5. Use fume hoods to prevent incidental inhalation of toxic vapor and gases.
6. Keep hood clear and clean. Materials shall only be stored in the fume hood if part of an ongoing experiment. Only one person will work in a single fume hood at one time.
7. Pay attention to existing hazards or controls when setting up experiments (i.e. water, gas or electricity)
8. Guard against casual handling of glassware. To safely cut glass tubing, scratch it with a triangular file or glass knife. Wrap a towel around the tubing or wear heavy gloves. Wear eye protection. Place thumbnails against tubing directly opposite scratch and press while pulling hands apart. Always fire polish tubing with an outside diameter of a centimeter or more. Use a cutting wheel or hot wire cutter.
9. When picking up broken glassware, use a brush and dustpan. Pick up pieces using fine wet cotton held with tongs. Discard all shipped and broken glassware into a separate specially marked container (wear eye protection).
10. All chemical containers shall be labeled. To that end, learn the regulations for proper labeling of containers with contents, concentration, manufacturer, handling precautions, and date (in case of unstable compounds).
11. Remember that acids are poured into water vice versa.
12. Contact Supervisor/Lab Support for assistance in cleaning up spills or handling injuries or incidents.

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 3
Policies and Procedures	Page 4 of 6
Title LABORATORY SAFETY MANUAL	Effective Date 05/11/2012

Biohazard Safety

University facilities using biologically hazardous materials in research and other operations must consult the Biosafety Committee and EHS/RMS. Clinicians, emergency responders, and other medical personnel must follow the Bloodborne Pathogens Standard to minimize exposure to the body fluids and other medical contaminants. Personnel must also follow proper disinfection and disposal procedures involving biohazards.

Laboratory Ventilation

Laboratory ventilation program is monitored by EHS/RMS and Facilities Maintenance Services to ensure a safe and healthy environment for students, faculty, employees, and visitors. The program includes technical standards for design and operation and regularly scheduled inspections. The requirements apply to all fume hoods and other ventilation systems used for emission control and operator/visitor protection.

Use of exhaust fume hoods is the preferred control method for operations involving radioactive materials and chemicals that can become airborne. Department heads and principal investigators must ensure the responsible use of ventilation equipment and immediately report all malfunctions to EHS/RMS (<http://www.uaa.alaska.edu/EHSRMS/ehspeople>) or Facilities Maintenance Services (76080).

Chemical Hygiene Plan

UAA has established a comprehensive written Chemical Hygiene Plan. This is the principle compliance document for UAA and serves to protect employees from health hazards associated with hazardous chemicals in the laboratory. It also keeps chemical exposures below regulatory limits. In addition, a Chemical Standard Operating Procedure (SOP) Form has been developed. That form needs to be completed for technical and or process covered under the Chemical Hygiene Plan. Departments and Colleges are required to use the plan and form as written. UAA's Chemical Hygiene Officer is available for consultation in the implementation of the CHP and use of these forms.

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 3
Policies and Procedures	Page 5 of 6
Title LABORATORY SAFETY MANUAL	Effective Date 05/11/2012

Employee

All employees and volunteers must be trained and informed about the

University of Alaska Anchorage	Section EHS/RMS
ADMINISTRATIVE SERVICES MANUAL	Statement 3
Policies and Procedures	Page 6 of 6
Title LABORATORY SAFETY MANUAL	Effective Date 05/11/2012

additional information. These exams must be provided without cost to the employee under the following circumstances:

1. Whenever an employee develops signs or symptoms associated with a hazardous chemical to which the employee may have been exposed in the lab.
2. Where monitoring reveals an exposure level routinely above the action level or 50% above the permissible exposure limit for an OSHA or DOL regulated substance.
3. Whenever an event such as a spill, leak, or explosion takes place in the workplace and results in the likelihood of a hazardous exposure.