

ENGINEERING LABORATORY SAFETY GUIDELINES

To ensure safe practices in our laboratories, the Herbert Wertheim College of Engineering proposes the Principal Investigator (PI) adopt the following guidelines for all laboratories. The understanding of inherent hazards and learning how to reduce the risks associated with these hazards is an integral part of the research process. Adherence to these guidelines should be enforced by the PI.

The following expectations are essential to operating safely in the lab:

PERSONAL SAFETY:

- Approved eye protection (safety glasses or goggles) must be worn at all times for hazardous activities as required per the lab-specific hazard assessment.
- Designated areas may be identified by the PI for which safety glasses are not required; these areas should be demarcated
- Shoes must completely cover the foot. No sandals or crocs are allowed
- Long hair must be tied back, and all loose clothing or dangling jewelry must be secured or removed while in the laboratory
- No food or drink are allowed in the laboratory (unless in designated area)
- Unsafe or dangerous behavior must be reported to the PI
- Adherence to the lab specific PPE policy is expected at all times
- Know the location of required PPE, information on acquiring additional PPE, maintenance, storage and how to ensure PPE is in good working condition

FACILITIES AND LABORATORY SAFETY:

- Know the location of all exits, evacuation routes, first aid kits, eyewashes, safety showers, fire extinguishers, and fire alarm pull stations
- All aisles and workspace must be kept clear of clutter. **Good housekeeping is essential to safety!**
- All exits, fire extinguishers, electrical disconnects, panel boards, eyewashes and safety showers must remain accessible at all times

CHEMICAL SAFETY:

- All chemical storage rules must be observed at all times. All chemicals must remain closed until used, and all chemicals must be marked with substance name and hazard information
- Place all waste chemicals in approved and labeled containers in accordance with the hazardous waste rules
- All lab personnel must know:
 - The location and use of lab spill kits (and when and how to report an incident)
 - The lab specific guidelines related to handling hazardous waste properly and how to request a pick-up
 - The location of MSDSs or SDSs for hazardous materials used in the lab
 - The location of highly hazardous materials, equipment or processes, their rules for use and location of SOPs

EQUIPMENT SAFETY:

- Equipment may not be operated without proper training and authorization by the PI
- Equipment guards must remain in place. You may not modify equipment without approval of the PI who must do a hazard assessment associated with proposed changes
- Any electrical repair, modification, assembly, or work should be reviewed by qualified personnel prior to energization

PROCEDURES TO FOLLOW:

- Conduct a hazard assessment for each experiment; eliminate or reduce hazards to reach an acceptable risk level
- All procedures which need to be conducted alone or after-hours need to be reviewed for hazards and must be approved by the PI
- Report all safety incidents to your PI (incident can be defined as: injury, accident, illness due to exposure, property or equipment damage, spill or release to the environment, and near-miss (an actual incident had the potential to happen and additional steps must be taken to ensure this does not happen))

I have read, understand and know how to access the:

- Laboratory Safety Manual <http://webfiles.ehs.ufl.edu/labsafe.pdf>
- The Chemical Hygiene Plan (Specific to PI); including SOPs for the hazardous materials or processes I work with and the appendices.
- The Hazardous Waste Management Guidelines (http://www.ehs.ufl.edu/programs/chemrad_waste/lab-chem-waste-mgmt/)
- The HWCOE Cardinal Rules of Safety

I have completed the following training:

- Online EHS 862 – Laboratory Action/Reactions (UF_EHS862_OLT)
- Online EHS 861 – Chemical Hygiene Plan for Lab Staff (UF_EHS861_OLT)
- Online EHS 809 – Hazardous waste management (for non-HW managers) (UF_EHS809_OLT)
- Lab Specific – Appendix D from CHP (Ensure you have been trained on all topics from the “Documentation of Training” document
- Lab Specific – Appendix E from CHP (Guidelines for Hazard Assessment and PPE Selection)
- Lab Specific – Hazardous waste practices

Engineering Laboratory Safety Guidelines Agreement

I have read the Engineering Laboratory Safety Guidelines and I understand its contents. I understand that violations of safety guidelines may result in disciplinary action; up to and including termination.

Trainee Name/Signature

Date

Trainer Name/Signature

Date