

ENGINEERING

LABORATORY SAFETY GUIDELINES



To ensure safe practices in our laboratories, The College of Engineering has adopted the following guidelines for the research laboratories. These guidelines will be continuously enforced, and non-compliance may result in suspension from the laboratory. We believe having an understanding of inherent hazards and learning how to be safe should be an integral and important part of the research process.

All staff, students, and TA's who work in research labs must understand and agree to the information in this document and *must sign the document* initially and annually thereafter.

- All procedures which need to be conducted alone or after-hours need to be reviewed for hazards and must be approved by the PI.
- Know location of all exits, evacuation route, first aid kit, eye wash, fire extinguisher, and safety shower.
- Wear approved eye protection (safety glasses, or goggles) at all times in the laboratory.
- 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 of any kind in the laboratory.
- No equipment may be without proper training or demonstrated competency.
- All aisles and work space must be kept clear of clutter. All exits, fire extinguishers, electrical disconnects, eye washes and safety showers must remain accessible at all times.
- All 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.
- 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, hazard information, concentration, date of creation, and person responsible.
- All waste chemicals must be put in approved and labeled containers. There is to be no hazardous waste into sinks or garbage cans.
- Any unsafe or dangerous behavior must be reported to the PI.
- Any electrical work must be reviewed by an electrician prior to energization.

In addition to the Engineering Lab Safety Guidelines, I have read, understand and know how to access the:

Laboratory Safety Manual

The Chemical Hygiene Plan (Specific to PI); including SOPs for the hazardous materials or processes I work with and the appendices.

*If you or your lab mates are working with biological materials, radiation, lasers, wearing respirators (including N95 "dust masks"), doing animal research, human subjects research, or working with machinery please contact Amy Haberman ahaberman@eng.ufl.edu for additional guidance on training. This document can be modified by the PI to include additional requirements.

Laboratory Orientation: The following items have been reviewed with me:

- Location and information in Emergency Response guide
- Emergency evacuation routes & nearest fire alarm pull station
- Location and proper use of safety shower and emergency eye wash stations
- Location of first aid kit and explanation of when and how to report injuries
- Location and use of lab spill kits (and when and how to report an incident)
- PPE Policy, Location of required PPE, information on acquiring additional PPE and how to maintain, store and ensure PPE is in good working condition.
- Lab specific guidelines related to handling hazardous waste properly and how to request a pick-up
- Location of MSDSs or SDSs for hazardous materials used in the lab
- Location of highly hazardous materials, equipment or processes, their rules for use and location of SOPs

I have completed the following*:

- Online EHS 862 – Laboratory Action/Reactions
- Online EHS 861 – Chemical Hygiene Plan for Lab Staff
- Online EHS 809 – Hazardous waste management (for non-HW managers)
- Lab Specific – Appendix D from CHP
- Lab Specific – Appendix E from CHP
- Lab Specific – Hazardous waste rules

Engineering Laboratory Safety Guidelines Agreement

I have read the Engineering Laboratory Safety Guidelines, and I understand its contents. I agree to abide by all of the rules within the guidelines and included in the lab safety manual, chemical hygiene plan and other training I have received at all times while in the Laboratories. I understand that violations of safety guidelines may result in disciplinary action; up to and including termination.

Trainee Name/Signature

Date

Trainer Name/Signature

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