

## *Safe Laboratory/Studio Policy*

*A safety program must include layers of policies and protective equipment to allow for a safe working environment, but to achieve effectiveness; a number of fundamental elements must become basic working habits for the research and arts communities. Some of these elements are detailed below:*

### Personal Protective Equipment:

- Wear closed-toe shoes and full length pants, or equivalent, at all times when in the laboratory/studio.
- Utilize appropriate PPE while in the laboratory/studio and while performing procedures that involve the use of hazardous chemicals, equipment or materials.
- Confine long hair and loose clothing.
- Remove laboratory coats or gloves immediately on significant contamination, as well as before leaving the laboratory/studio.
- Avoid use of contact lenses in the laboratory/studio unless necessary. If they are used, inform supervisor so special precautions can be taken.
- Use any other protective and emergency apparel and equipment as appropriate.
- Be aware of the locations of first aid kits and emergency eyewash and shower station.
- Properly label and store all chemicals. Use secondary containment at all times.
- Deposit chemical waste in appropriately labeled receptacles and follow all other waste disposal procedures of the Chemical Hygiene Plan.
- Do not smell or taste chemicals.
- Never use mouth suction for pipetting or starting a siphon.
- Do not dispose of any hazardous chemicals through the sewer system.
- Be prepared for an accident or spill and refer to the emergency response procedures for the specific material.

For general guidance, the following situations should be addressed:

- Eye Contact: Promptly flush eyes with water for a prolonged period (15 minutes) and seek medical attention
- Skin Contact: Promptly flush the affected area with water and remove any contaminated clothing.

*If symptoms persist after washing, seek medical attention*

### Equipment Storage and Handling:

- Store laboratory/studio glassware with care to avoid damage.
- Use extra care with Dewar flasks and other evacuated glass apparatus; shield or wrap them to contain chemicals and fragments should implosion occur
- Use certified fume hoods, glove boxes, or other ventilation devices for operations which might result in release of toxic chemical vapors or dust. Preventing the escape of these types of materials into the working atmosphere is one of the best ways to prevent exposure
- Keep hood closed when you are not working in the hood
- Do not use damaged glassware or other equipment
- Do not use uncertified fume hoods or glove boxes for hazardous chemical handling
- Avoid storing materials in hoods
- Do not allow the vents or air flow to be blocked

### Laboratory/Studio Operations:

- Keep the work area clean and uncluttered
- Seek information and advice about hazards, plan appropriate protective procedures, and plan positioning of equipment before beginning any new operation

- If unattended operations are unavoidable, and have been approved by Faculty/SCSU Laboratory Supervisor, place an appropriate sign on the door, leave lights on, and provide for containment of toxic substances in the event of failure of a utility service (such as cooling water)
- Be alert to unsafe conditions and ensure that they are corrected when detected
- Research/studio staff and students should never work alone on procedures involving hazardous chemicals, biological agents, machinery or other physical hazards
- Do not engage in distracting behavior such as practical jokes in the laboratory. This type of conduct may confuse, startle, or distract another worker.

## Food/Drink:

- No food or drink may be present or consumed in a laboratory/studio or any other space in which hazardous materials are stored or handled.
- Do not smoke, chew gum, or apply cosmetics in areas where laboratory chemicals are present; wash hands before conducting these activities
- Do not store, handle, or consume food or beverages in storage areas, refrigerators glassware or utensils, which are also used for laboratory/studio operations
- Wash areas of exposed skin well before leaving the laboratory/studio.

## Spills and Accidents:

Spills of toxic substances or accidents involving any hazardous chemicals should be resolved immediately. The overall steps to handle a spill or accident are:

- Notify Faculty or other nearby laboratory/studio workers immediately.
- Call Campus Police at 25375.
- If the spilled chemical is flammable, extinguish all nearby sources of ignition.
- If a person has been splashed with a chemical, wash the victim with plenty of water for at least 15 minutes, remove all contaminated clothing, and get medical attention.
- If a person has been overexposed by inhalation, get the victim to fresh air, and get medical attention.
- After securing proper medical attention for a chemical exposure victim, neutralize or absorb the spilled chemical with the proper spill clean-up material and dispose of it in accordance with the Southern Connecticut State University's Hazardous waste policy.

*For assistance with chemical spills, call the Chemical Hygiene Officer, Lisa Kortfelt, 27073*

*There are some fundamental actions that must NOT be used in handling emergencies.*

*Some of them include:*

- *DO NOT handle emergencies alone, especially without notifying someone that the accident has occurred.*
- *DO NOT apply medical aid procedures without some training in that area.*
- *DO NOT linger at the accident scene if you are not one of the emergency responders.*

## Lab/Studio Access:

- Students must be currently enrolled at SCSU.
- Prior to a student working alone in a lab/studio at Southern Connecticut State University, a Hazard Work Risk Assessment, HWRA, must be completed to determine if the student will be in an Immediately Hazardous Environment.
- After completing the Hazardous Work Risk Assessment Form (link found on Arts and Sciences web page), and it is determined that there **will not** be an immediately hazardous environment, the student may work alone in the lab once all conditions and approvals have been met.
- Under **NO** circumstances may any family members, spouses, friends, children etc. be allowed in any lab/studio unless a SCSU sanctioned function is taking place in said lab/studio.