The Universities
AT SHADY GROVE

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Laboratory Safety Orientation Guidance

Laboratory instructors are responsible for ensuring that all personnel who will work in their lab have the knowledge and training to work safely. USG EHS is providing the guidance below on new laboratory member/student safety orientations to establish initial orientation efforts to achieve this goal specific to the resources available in USG labs. This guidance is directed at introducing new lab members to facilities, equipment, resources, and lab-specific safety procedures. After completing orientations, lab personnel should be able to:

- Know the specific safety rules and procedures of the laboratory.
- Recognize the hazards that are present in the laboratory.
- Know how to use the various controls specific to the hazards they will be working with.
- Know where to find safety information.
- Know how to respond to emergencies and incidents.
- Know the hazardous waste streams generated in the laboratory and how they are handled.
- Understand the training requirements for working in the laboratory.

Identification of Hazards

1. Discuss the types of hazards present in the lab and where they are found:

____	Chemical	____	Ultraviolet light
____	Acutely toxic material(s)	____	Electrical/high voltage
____	Carcinogenic material(s)	____	Vacuum/pressure
____	Reproductive toxin material(s)	____	High temperature
____	Biological – BSL1 and BSL2	____	Other_____
____	Lasers	____	Other_____
____	Compressed gases	____	Other_____

Control of Hazards

1. Identify and review the location of engineering controls and demonstrate proper use:

____	Chemical fume hood	____	Snorkel
____	Biological safety cabinet	____	Other_____
____	Storage cabinets	____	Other_____
____	Shielding	____	Other_____

2. Identify and review the required personal protective equipment, when it is required and where it is located:

Protective Clothing

____ Appropriate lab attire
____ Lab coat

Eye and Face Protection

____ Safety glasses/splash goggles
____ Face shield

Gloves

____ Disposable (nitrile, latex)
____ Specific (chemical resistant, autoclave, cryogen, cut resistant)

Other

____ Other_____
____ Other_____
____ Other_____

Signage, Plans, Procedures, and Safety Materials

1. Identify the location of:

____ Hazard/restriction door signage
____ Chemical Hygiene Plan
____ Biosafety Manual – BSL2 labs
____ Standard operating procedures
____ Equipment manuals
____ MSDS/SDS (paper copies, online resources)
____ Other_____
____ Other_____

2. Review laboratory safety documents, rules and procedures:

____ Requirements for prior approval for hazardous materials or experimental procedures
____ How to report safety concerns
____ Other_____
____ Other_____

Emergency Procedures and Incident Reporting

1. ____ Review the location of the Emergency Procedures Poster and how to report an emergency.

2. ____ Review how to report an incident (Instructor, and Report a Concern Button)

3. Walk through the lab and identify the location and discuss the usage of:

____ Emergency shower and eyewash
____ Fire alarm pull station
____ Fire extinguisher
____ Chemical spill kit
____ Biological spill kit
____ First aid kit
____ Primary and secondary routes of egress
____ Other_____
____ Other_____
____ Other_____

4. Review how to respond to emergencies:

____ Injury/illness/exposure
____ Fire (in lab, in building)
____ Spill (chemical, biological)
____ Unexpected utility loss or building closure
____ Campus shutdown, shelter in place
____ Other_____

Hazardous Waste

1. Identify the types of waste generated in the lab, where and how waste is stored, procedures for adding/disposing of waste.

____ Chemical waste (liquid and solid)
____ Biological solid waste
____ Biological liquid waste
____ Sharps/broken glass
____ Other_____
____ Other_____

Training

1. Identify and review training requirements and how to register for training, if applicable. Institutional training is only required of instructors and teaching assistants (TAs).

Partner Institution's EHS Training

____ List_____

____ List_____
____ List_____
____ List_____
____ List_____
____ List_____
____ List_____
____ List_____
____ List_____

Lab-Specific Training

Experimental Procedure/Equipment Specific Training

____ List_____

____ List_____
____ List_____
____ List_____
____ List_____
____ List_____
____ List_____