1. **Introduction**: The University of Idaho recognizes and supports the importance of laboratory teaching and research activities conducted at the university. The university also recognizes the many different applications hazardous materials have in an institutional environment. The purpose of this Laboratory Safety Plan is to promote teaching and research activities while providing procedures that will ensure the safety of personnel working in laboratories when handling hazardous chemicals, radioactive materials, biological agents or while operating certain types of equipment that could cause physical harm. Users must perform a hazard assessment prior to operations to determine the nature of all hazards present and use appropriate control measures to mitigate them.

This Laboratory Safety Plan is specific to (insert building name and room number here).

Contact Information:

|  |  |
| --- | --- |
| Primary Contact: | Insert name of PI, Faculty, or Supervisor that is responsible for the Laboratory Safety Plan. |
| Phone: | Insert Phone number here |
| Department: | Insert Department name |

1. **Inventory**: The following chemicals are used or stored in this area:

* (Insert current chemical inventory list of all chemicals (by common names) as Appendix A of this document. The location of the inventory if stored electronically can also be listed here)

1. **Safety Data Sheets (SDS)**: SDSs are an essential source of information regarding the chemical composition and hazards presented by a material. SDS information includes physical data, toxicity and health effects, first aid recommendations, reactivity data, storage and disposal information, recommended protective equipment, and spill or leak response procedures. An SDS also provides valuable information for medical personnel in the event of an injury or exposure involving a hazardous material. SDSs must be current and reflect those materials that are being stored and used in the laboratory. Soft copies of SDSs are acceptable; however, there should be hard copies of the SDSs in a location known to all lab personnel, in case of an electronic system failure.

* (Insert hard copies of all SDSs as Appendix B. The electronic location of all SDS information not included in this document can also be listed here.)

1. **Standard Operating Procedures (SOP)**: SOPs and/or laboratory protocols detail how certain laboratory tasks are accomplished, including where pertinent safety information is located (**Note: a hazard analysis must be conducted for each SOP and included with each procedure).**

* (Insert hard copies of all SOPs as Appendix C or list the current location of all SOP and safety information not included in this document)
* Fume Hoods: (insert procedures for proper fume hood use)
* Biological Cabinets: (insert procedures for proper biological cabinet use)

1. **Personal Protective Equipment**: The following safety equipment is **required** for entry and/or working in this laboratory:

**For laboratory personnel who work in the lab: At a minimum, safety glasses, closed-toe shoes and lab coats must be worn.**

* **Eye protection**: (insert proper form of eye protection here)

Safety goggles must be worn when working with chemicals or engaging in activities could involve splash hazards, flying debris, particulates, dusts, mists or aerosols.

* **Gloves**: (insert proper gloves/task description(s) here)

Each SOP may require the use of different types of gloves depending on the materials involved. Please review your procedures, SDSs and other information for the chemicals that you are using to determine the appropriate type of glove to use.

* **Footwear**:(insert proper form of footwear here)Some SOPs may require the use of specialized footwear. Please review your procedures to determine the appropriate footwear for your application.
* **Clothing**: (insert proper clothing, e.g., lab coats, aprons, etc., here)

Each SOP may require the use of different types of chemical protective clothing depending on the materials involved.Please review your procedures and the SDS, and other information for the chemicals that you are using to determine the appropriate protective clothing to use.

* **PI adds any additional requirements for individuals entering or working in the laboratory.**

**For visitors to the lab: At a minimum, safety glasses and closed-toe shoes must be worn.**

* **Eye protection**: (insert proper form of eye protection here)
* **Footwear**:(insert proper form of footwear here)
* **PI adds any additional requirements for individuals visiting the laboratory.**

1. **First Aid**: Each work area will have a first aid kit in a conspicuously marked location. The first aid kit should be checked monthly. The first aid kit should contain at a minimum:

* Items listed in the University of Idaho standardized [first aid kit guidelines](https://www.uidaho.edu/-/media/UIdaho-Responsive/Files/division-of-finance-and-administration/division-operations/ehs/First-Aid/FirstAidFactSheet.pdf).
* Insert a list of first aid items specific to the unique hazards encountered in your lab here. (e.g. calcium gluconate for HF burns)

1. **Emergencies**: The locations of the master utility shutoffs for gas and electric should be identified and labeled if possible. Personnel should be familiar with their department’s unit emergency response plans.

* Insert locations of nearest master utility shutoff for your lab here.

1. **Training**: All laboratory personnel must take the following training provided through Environmental Health and Safety.
   1. Laboratory Safety (online training)
   2. Safety Matters (online training)
   3. Fire Safety in the Workplace (for employees) or Fire Safety for Students (non-employees) (online training)
   4. Hazardous Waste Management Workshop for Labs: for any lab personnel responsible for the generation or management of chemical waste. (in-person training)
2. **Applicability**: All personnel who use the University of Idaho laboratory facilities, or who participate in a University of Idaho sponsored activity that involves hazardous materials in laboratories are expected to comply with the provisions of this manual. Personnel including, but not limited to, faculty, staff, teaching and research assistants and students are responsible for conducting activities in laboratories and handling hazardous materials in a safe manner as specified in this manual. Procedures are to be established in the laboratory safety plan that will provide appropriate protection to non-university personnel, including visitors and tour groups, and maintenance and repair personnel who would have reason to enter the laboratory. All university departments are responsible for ensuring employees are provided with, and understand, the laboratory safety plan applicable to the specific work area.