

## Safety Links for New Personnel

- 1) Notify Lab Safety Officer of your email and start day so that you may be added to the lab safety and BUA rosters
  
- 2) Complete the **Site-Specific Orientation & Training for New Laboratory Personnel**. Paper copies can be found in the red safety binder
  - a) Emergency Procedure
    - i) [Chemical Spills \(SafetyNet #13\)](#)
      - (1) The spill kit located under the sink by the dishwasher
    - ii) [Biological Spills \(SafetyNet #127\)](#)
      - (1) The spill kit is located next to the sink by the dishwasher
    - iii) [Emergency Action Plan \(EAP\)](#)
      - (1) All fires should be reported by calling 9-1-1, even if the fire has already been put out
      - (2) In the event of an evacuation we are expected to assemble in the grassy area in front of lot 41 (across Hutchinson)
      - (3) Updated annually
  
  - b) Engineering Controls
    - i) [Chemical storage locations](#)
  
  - c) Administrative Controls
    - i) Chemical Hygiene Plan (attached)
    - ii) [Resources for SDS sheets](#)
    - iii) Standard Operating Procedures (SOPs)
      - (1) SOPs for Carcinogens, Reproductive toxins, and Acutely toxic solids and liquids are attached
  
  - d) Other
    - i) 8) [Department IIPP](#)
      - (1) Annual safety reviews are required
      - (2) work-related injuries should be reported within 24 hours through [EFR](#)
    - ii) [Hazard Specific Safety Training Matrix for Lab Personnel](#)
    - iii) [Laboratory Safety Fundamentals](#)
    - iv) Safety Suite online tools
      - (1) Review [Lab Hazard Assessment tool \(LHAT\)](#)
      - (2) Complete PPE training
  
- 3) Complete [Biological Use Authorization \(BUA\)](#) if necessary