

**FACT SHEET: NEW FACULTY/STAFF LAB SAFETY ORIENTATION**

Faculty and staff members at Baylor University hold key responsibilities for the health and safety of personnel working in their labs. This fact sheet is to assist you in getting the processes and procedures in place as you get your lab up and running. Please note that this sheet focuses on general and chemical safety. There may be additional items to consider if you are working with lasers, radiation, biological materials, or research animals. For these instances, contact information is provided at the end of this fact sheet.

Lab Infrastructure

As you begin to get things in place in your lab, it is important to remember the health and safety items that are common to the labs at Baylor University:

- Fire extinguisher
- Eye wash/drench hose, if working with hazardous materials
- Safety shower, if working with hazardous materials
- First Aid kit
- Spill kit, as appropriate to the materials used in your lab
- Special antidotes that may be needed (for instance: calcium gluconate if working with HF)
- Proper chemical storage areas, as appropriate to the classes of chemicals you will be using (for instance: flammable cabinets, acid cabinets, refrigerators, gas cylinder straps, etc.)
- Special equipment (for instance: biosafety cabinets, chemical fume hoods)
- Evacuation Routes posted
- Emergency Response Poster inside lab
- Emergency Information posted outside lab
- Warning signs (as appropriate)

Documentation for your Lab

Labs at Baylor university have certain documents associated with them. These documents are stored digitally on BioRAFT or available online:

- Chemical Inventory (available online)
- Chemical Hygiene Plan (or Lab Safety Plan)
- Standard Operating Procedures
- Safety Data Sheets for the chemicals in the lab (available online)
- Lab-Specific Training Documentation
- Special procedures for your lab work

Initial Consultation with the Lab Safety Program Manager

The Lab Safety Program Manager arranges an initial consultation with all incoming faculty and staff who will be lab supervisors. This initial consultation is to discuss the work you will be doing and to provide assistance in getting your lab's safety program set up. This includes help in setting up your lab on BioRAFT, information concerning policies and training, a walk-through of the lab to identify areas that may need attention as the lab is starting up, and an opportunity to address any questions that you may have.

Occasionally, the names of incoming faculty and staff are not passed along. If you have not received an email by the first week of classes, please contact: Karalyn_Humphrey@baylor.edu.

Lab Safety Training Requirements

All lab workers, including new faculty and staff, must be properly trained before beginning their work, when given new assignments, or when new hazards are introduced:

- Once your lab is set up on BioRAFT, you (or someone you designate) will be able to add members to the lab.
- Based on the hazard information for your lab and the job categories assigned to each member, BioRAFT will automatically determine needed training and begin notifying the lab member. Training is completed through BioRAFT.
- Faculty and staff are responsible for training their lab workers on the health and safety specifics of their projects. The [Lab Safety Orientation](#) may be used to assist you in developing this training.



Personal Protective Equipment (PPE)

PPE is required for all persons in the laboratory and must be appropriate to the hazard(s):

- For assistance in determining what PPE may be appropriate to your work, please review the [Hazard Assessment Table](#).
- PPE information can be found in the [Baylor Laboratory Safety Manual](#).
- For additional questions concerning PPE, please contact: Karalyn.Humphrey@baylor.edu

Emergency Procedures

The following are resources to help you prepare for possible incidents in the lab or on campus:

- [Campus emergency procedures](#)
- [Laboratory Emergency Response](#)
- [Chemical spill response information](#)
- [Incident Response Form](#)

For serious medical emergencies or fire, call from any campus phone	911 or 2222
For serious medical emergencies or fire, call from any cell phone	254-710-2222
Environmental, Health & Safety	254-710-2900

Additional Contacts

If your lab deals with additional health and safety issues, the contact information below may be useful:

- Hazardous Waste: [Clinton George](#)
- Biosafety: [Wyndi Klement](#)
- Lasers or Radiation: [Karalyn Humphrey](#)
- Institutional Review Board: <http://www.baylor.edu/research/irb/>