



FACT SHEET: LABORATORY SAFETY ORIENTATION

The Principal Investigator (PI)/Laboratory Supervisor (LS) has the responsibility for the safety and health of all laboratory personnel and students working in their laboratory. This fact sheet is presented as a guide to introduce new lab workers to expectations, hazards, and safety requirements in the lab. The initial orientation should occur before work is allowed to begin in the lab.

Know Your Responsibilities

Outline expectations: The clear communication of expectations from the very beginning helps to set the stage for individuals to take responsibility for their own safety and that of their lab mates. The list below highlights key points:

- Follow oral and written safety rules, regulations, and standard operating procedures.
Consult with the PI/LS before using highly hazardous materials or conducting higher risk experimental procedures. Obtain prior approval, if required.
Report all emergencies, injuries, near misses, or safety concerns to the PI/LS.
In an emergency, contact the Baylor PD at 911 or x2222(campus phone), or 710-2222 (cell phone).
Keep work area safe and uncluttered.
Avoid working alone in the lab whenever possible.
Absolutely no food, drink, or smoking (including e-cigs) is permitted in the laboratory at any time.

Introduce laboratory-specific requirements, such as:

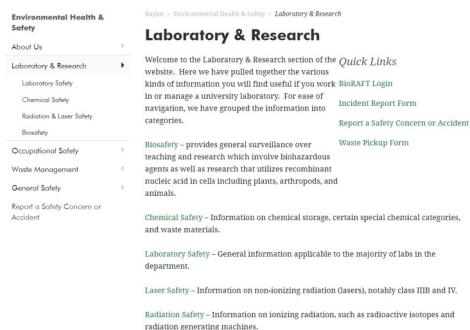
- Location and type of biological, radiological, or other hazards (e.g. lasers, cryogenics, sharps, particularly hazardous substances).
Use of fume hoods, biosafety cabinets, and other engineering controls.
Requirements for proper chemical labeling.
Procedures for handling storing, segregating, and packaging hazardous waste.
Location and proper use of safety information/equipment.

Communicate the importance of regular laboratory self-inspections:

- Initiate regular self-inspections to increase safety in the laboratory (see self-inspections on BioRAFT).

If your lab works with regulated materials, review with the lab personnel the precautions, safeguards, and procedures associated with these materials or processes.
DEA-Drug Enforcement Administration Controlled Substances
DHS-Department of Homeland Security Chemicals of Interest
DOT-If shipping hazardous materials, infectious substances or shipping with dry ice contact Environmental Health and Safety for necessary training

Review Safety Manuals and Resources



Be familiar with the contents and know the location of the applicable safety manuals, documents, and other resources, such as:

- Lab Safety Manual
Biosafety Information
Chemical Storage Safety Guide
Laboratory Chemical Hygiene Plan
Hazardous Waste Disposal Guide
Laboratory Standard Operating Procedures
Radiation Safety Information
Laboratory Chemical Inventory
Animal Worker OHSP

## Outline Lab Safety Training Requirements

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

- Hazards as assigned on BioRAFT will automatically trigger training requirements.
- Training records and certificates will also be automatically recorded on BioRAFT.
- Conduct lab-specific training based on hazardous materials present or procedures used.
- If any third-party trainings are done, maintain the certificates.

### Course Directory

#### Animal Worker Safety

Course Name	
Animal Worker OSHA Training (Online)	Launch Course

#### Biological Safety

Course Name	
Basic Biosafety Training Course (Online)	Launch Course
Bloodborne Pathogens Training (Online)	Launch Course

#### Chemical Safety

Course Name	
Laboratory Safety for Researchers (Online)	Launch Course
Laboratory Safety Refresher (Online)	Launch Course
Laboratory Safety for Researchers (Classroom)	Sign up

#### Laser Safety

Course Name	
Laser Safety (Online)	Launch Course

#### Radiation Safety

Course Name	
Radiation Machine Safety (Online)	Launch Course
Radioactive Materials Safety (Online)	Launch Course

## Explain Personal Protective Equipment (PPE)

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

- Review the lab's policy on personal protective equipment.
- Discuss the Laboratory Hazard Assessment.
- Understand the capabilities and limitations of PPE.
- PPE information can be found in the [Baylor Lab Safety Manual](#).

## Review Emergency Procedures

Review the location and use of these emergency response procedures, supplies, and equipment:

- [Campus emergency procedures](#).
- Evacuation routes and assembly points, fire extinguisher(s), emergency exits, emergency shutoffs, first aid kit, and nearest phone.
- Eyewash stations and safety showers.
- Chemical spill kit and protocol.
- Importance of and procedures for reporting every incident and unsafe condition to supervisor and/or university personnel.

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
Department of Environmental, Health & Safety	254-710-2900

## Know Additional Contacts

Know who to contact and how to obtain health and safety information:

- Laboratory contacts, such as the PI/Supervisor or lab safety coordinator
- Departmental contacts, such as the Department Safety Officer
- [EH&S contacts](#)
- EH&S main number: 254-710-2900