

## 5. Training

The university requires that all individuals that work in a laboratory are adequately informed about the physical and health hazards present in the laboratory, the known risks, and what to do if an accident occurs. Every laboratory worker must be trained to know the location and proper use of available personal protective clothing and equipment. The laboratory supervisor is responsible for providing information to his or her personnel about any hazards present in the lab. This information must be provided at the time of a lab person's initial assignment and prior to any assignments involving new potential chemical exposure situations. The following lists the information that should be provided by the lab supervisor:

- The location and availability of this manual.
- Work area specific training for all new personnel.
- The OSHA Occupational Exposure to Hazardous Chemicals in Laboratories standard. Refer to hazard communication program on the website of EHSRM.
- The location and availability of known reference material on the hazards, safe handling, storage, and disposal of hazardous chemicals found in the laboratory including, but not limited to, Safety Data Sheets (SDS) received from the chemical supplier.
- The permissible exposure limits (PEL) for OSHA regulated substances or recommended exposure limits (for example, TLV) for other hazardous chemicals where there is no applicable OSHA standard.
- Signs and symptoms associated with exposures to hazardous chemicals used in the laboratory.
- The physical and health hazards of chemicals in the work area. The measures lab personnel can take to protect themselves from these hazards, including specific procedures the lab supervisor has implemented to protect personnel from exposures to hazardous chemicals, such as appropriate work practices, emergency procedures, and personal protective equipment to be used.
- The applicable details of this manual.

Employees must be re-trained when new chemical hazards are introduced into their workplace, or when new hazards are shown on updated Safety Data Sheets (SDS), as well as upon reassignment to different workplaces that involve new chemical hazards or protective measures. Site specific training must be conducted by the lab supervisor.

In addition to the site specific training that is the responsibility of each Lab Supervisor, hazardous communication training, laboratory safety training, Hazardous waste management training and Fire Safety training are offered by the EHSRM and are required for graduate students, staff, and faculty that engage in laboratory activities.

## **5.1 Hazard Communication Act Training**

Hazard Communication Act training is required for all employees of the university, including faculty, staff, and students who have the potential for exposure to hazardous chemicals. Any work in a laboratory using hazardous chemicals meets the definition of the requirement. EHSRM department offers this training on a regular schedule and can arrange special sessions with advance notice. Training is required before the employee can be assigned work in or around hazardous chemicals, but annual refreshers are not required. The training takes approximately one hour and includes:

- Central requirements of the act, including training, chemical labels, and Safety Data Sheets (SDS);
- Spill clean-up and chemical disposal procedures;
- Chemical storage guidelines; and
- Hazards specific to different chemical groups.

## **5.2 Laboratory Safety Training**

Laboratory safety training is required for all employees of the university, including faculty, staff, and students who may work in a laboratory using hazardous chemicals or biological materials. This training must be received prior to or within 30 days after the beginning of a laboratory assignment. The department of EHSRM offers this training on a regular schedule and can arrange special sessions with advance notice. The training takes approximately two hours and includes:

- Safety equipment and practices;
- Emergency procedures;
- Emergency equipment; and
- Laboratory waste disposal.

## **5.3 Fire Extinguisher Training**

Fire extinguisher training, with live fire suppression, is advised for all laboratory workers. Since live fire drills are not common on campus it is advisable to attend one whenever the department of EHSRM conducts it. Generally fire extinguisher training covers what to do in the event of a fire, the behavior of fire and how it spreads, the classes of fires, and the proper selection and use of a fire extinguisher. This training program will familiarize laboratory workers with the general principles of fire extinguisher use and give them confidence in their ability to operate the extinguisher and remove some of the fear associated with putting out a fire by showing them that fire extinguishers do work in putting out fires.

## 5.4 Hazardous Waste Management Training

Waste management training is required for selected employees of The University, including faculty, staff, and graduate students who are in laboratory supervisory positions where hazardous chemicals or biological materials are in use. Principal Investigators must choose a minimum of one individual from their laboratory or project to attend this training. Additionally, all staff members that have any supervisory or coordination responsibilities for teaching labs must receive this training. Every teaching lab must have one or more individuals that have received this training and are responsible for following the procedures included in the training. EHSRM offers this training on a regular schedule and can arrange special sessions with advance notice. The training takes approximately two hours and includes:

- Hazardous waste definitions and regulatory environment
- Spill clean-up and chemical waste disposal procedures
- Chemical waste storage and segregation guidelines and
- Waste minimization and drain disposal.

For further information on hazardous waste, please refer to the Hazardous Waste Program Manual on the website of EHSRM.

## 6. Inspections

The department of Environmental Health, Safety and Risk Management inspects all laboratories of Stephen F. Austin State University on a regular basis. Labs are also expected to perform laboratory safety self-evaluations within the first sixty days of each semester. A copy of the self-evaluation must be sent to EHSRM upon completion. If a lab is not in compliance with the safe operating procedures as outlined in this manual, EHSRM has the authority to close the lab until violations are corrected.

All laboratory personnel are responsible for ensuring that they follow the procedures and faithfully implement the policies and appropriate responsibilities stated in this Manual. Failure to do so is a serious breach of University policy.