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**Policy Name:** Laboratory Safety

**Policy Number:** E-7

**Functional Area(s) Responsible:** Administration & Finance

**Owner(s) of Policy:** Environmental Health & Safety

**Most Recent BOT Approval Date:** April 2022

**Most Recent Review Date:** August 2024

**Most Recent Review/Revision Type:** ☒ none ☐ minor/non-substantive ☐ substantive/extensive

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### **Policy Statement:**

Finger Lakes Community College is committed to providing and promoting safe work practices and procedures among laboratory personnel when working with or near hazardous materials.

### **Reason(s) for Policy:**

Finger Lakes Community College employees working in laboratories have the potential to be exposed to hazardous chemicals in the course of their work activities. The College is required to comply with applicable requirements of the OSHA Laboratory standard set forth at 29 Code of Federal Regulations (CFR) Section 1910.1450. This policy and the related documents are intended to ensure that laboratory employees who may work with or otherwise be exposed to hazardous chemicals are protected in accordance with applicable regulations.

### **Applicability of Policy:**

Any employees engaged in the laboratory use of hazardous chemicals in their work activities should be familiar with this policy.

### **Definitions:**

Chemical Hygiene Plan – A written program developed and implemented by the employer which sets forth procedures, equipment, personal protective equipment, and work practices that:

1. Are capable of protecting Employees from the health hazards presented by Hazardous Chemicals used in that particular workplace; and
2. Meets the specific requirements for a Chemical Hygiene Plan in the OSHA laboratory standard.

Employee – An individual employed in a laboratory who may be exposed to hazardous chemicals in the course of work assignments.

Hazardous Chemical – Any chemical which is classified as a health hazard or simple asphyxiant in accordance with the Hazard Communication Standard (§1910.1200).

Laboratory – A facility where the “Laboratory Use of Hazardous Chemicals” occurs; it is a workplace where relatively small quantities of Hazardous Chemicals are used on a non-production basis.

Laboratory Scale – Work with substances in which the containers used for reactions, transfers, and other handling of substances are designed to be easily and safely manipulated by one person.

Laboratory Use of Hazardous Chemicals – Handling use of chemicals in which all of the following conditions are met:

1. Chemical manipulations are carried out on a Laboratory Scale.
2. Multiple chemical procedures or chemicals are used.
3. The procedures involved are not part of a production process, nor in any way simulate a production process.
4. Protective laboratory practices and equipment are available and in common use to minimize the potential for Employee exposure to Hazardous Chemicals.

#### **Related Documents:**

- 29 CFR Part 1910.1450 – Occupational Exposure to Hazardous Chemicals in Laboratories
- FLCC Chemical Hygiene and Laboratory Safety Plan

#### **Procedures:**

##### Implementation Requirements

Environmental, Health and Safety will implement a chemical hygiene program containing required work procedures and policies to ensure that laboratory employees are protected from all potentially hazardous chemicals used in their work areas. Among other requirements, the OSHA Laboratory Standard provides for employee training and information, hazard identification, respirator use, recordkeeping, and when appropriate, medical consultation and examinations.

##### Chemical Hygiene Plan Requirements

The College has established a Chemical Hygiene and Laboratory Safety Plan (Plan) which is intended to comply with the OSHA Laboratory Standard. Laboratory faculty and technical specialists may change, modify or revise the Plan to meet their individual needs as long as all required aspects of the OSHA Laboratory Standard are met. When a modified or alternate plan is used, a copy of such plan must be provided to Environmental Health & Safety and maintained in hard copy in the affected laboratory. Copies of the FLCC Chemical Hygiene and Laboratory Safety Plan are maintained in each Laboratory where Hazardous Chemicals are used.

Environmental Health & Safety will review and evaluate the effectiveness of the Plan and laboratory compliance at least annually, with follow-up evaluations occurring as necessary. All noted safety issues must be corrected within a reasonable time.

##### Training

Environmental, Health and Safety will provide employees with information and training regarding both physical and health hazards associated with the Hazardous Chemicals used in the Laboratory. Employees must receive training before initial assignment to a work area where hazardous chemicals are present and prior to assignments involving potential new exposure situations. Appropriate training records must be maintained.

##### Exposure Monitoring

Laboratory faculty and technical specialists must notify Environmental Health & Safety when they suspect exposure levels to a hazardous chemical may routinely exceed the action levels or permissible exposure limit.

#### **Forms/Online Processes:**

None

#### **Appendix:**

None