



LABORATORY SAFETY RULES AND REGULATIONS

1. **EMERGENCY EVACUATION:** Be familiar with exits, evacuation routes and the area to assemble after leaving the building (ask your instructor for details).
2. **EMERGENCY EQUIPMENT:** Know the
 - a. Location of eyewash and/or emergency shower and how to use them.
 - b. Location of the fire extinguisher.
 - c. Location of the first aid kit and other emergency equipment.
3. **CHEMICAL & BIOLOGICAL HYGIENE:**
 - a. Know the basic properties of the chemical or biological agents before using them. Chemical information can be found on Safety Data Sheets. SDS can be hard copy or electronic.
 - i. Safety Data Sheet (SDS): Review before using chemicals. Includes information on chemical properties, target organs, first-aid information.
 - ii. Organism data sheets: included with biosafety manuals for all BSL2 agents and above. Includes information on agent, virulence factors, infectious dose concentrations, and disposal information.
 - b. Personal Protective Equipment (PPE): Use proper PPE as instructed by your instructor. PPE should **NOT** be worn in the hallway. Remove before exiting the lab. PPE examples include:
 - i. Chemical or UV goggles
 - ii. Disposable gloves
 - iii. Heat resistant gloves
 - iv. Lab coat
 - v. Hair nets / booties if required
 - c. Lab Attire: Proper lab attire must be worn from the time you enter the lab to the time you leave the lab. **Lab attire includes long pants and closed-toe shoes.** Long hair should be tied back and ties, scarves or other loose clothing removed or secured.
 - i. Lab coats are required for all BSL2 labs and all research labs.
 - d. Food & Drink: **NO FOOD OR DRINK** in the lab. Ok if stored in closed backpack during work.
 - e. Pipetting: Only mechanical pipetting allowed. **NO MOUTH PIPETTING**
4. **CHEMICAL & BIOLOGICAL UNWANTED MATERIAL**
 - a. Materials will be properly disposed of in the labeled container as instructed by your instructor.
 - b. You **WILL NOT** pour any chemical or biological materials down the sink.
5. **LABORATORY BEHAVIORS:**
 - a. Accident Reporting: Report any accident or injuries immediately to the instructor. If an accident/incident occurs an accident/incident form should be filled out as soon as possible.
 - b. Cell phone: should not be used in labs with BSL2 agents or above or while wearing disposable gloves.
 - c. Clean up: Students are responsible for cleaning up their work area and equipment at the end of every lab class/shift.
 - d. Do not touch equipment that you are not authorized to use and have been trained on.
 - e. Hand washing: Always wash hands with soap and water **BEFORE** leaving the lab.
 - f. Access to laboratory areas is restricted to authorized personnel only. Non-trained personnel should not be allowed in lab areas. Lab areas should remain secure; doors should not be propped open. Lending ID cards for access to lab areas is not allowed.
 - g. Be aware of your surroundings and stay alert while in the laboratory.



6. IMMEDIATE RESPONSE PROCEDURES FOR INCIDENT/ACCIDENT

- a. Wash it off, rinse it out: Use eye-wash, sink, drench hose or shower to remove the chemical/infectious material as soon as possible following an exposure incident involving contact with skin or mucous membrane surfaces.
- b. Notify faculty supervisor of the accident/incident
 - i. Faculty (or student if faculty is not available) should notify the college safety officer (801-422-6875) or BYU Risk Management.
- c. Seek medical attention: Go to or call the student health center (SHC) during normal working hours. When the SHC is closed seek care at an urgent care center or the closest emergency room for serious injuries/exposures.
 - i. HIV Exposures (exposure to human blood or viral isolate or culture) – BYU expects the exposed person to immediately go to the student health center during normal working hours or Utah Valley Medical Center ER if after hours. **Time is critical.** Time from initial exposure to completion of medical consultation and initiation of post exposure prophylaxis (if warranted) should be no more than 2 hours.
 - ii. SDS or Organism data sheets should be provided to the medical care personnel.

7. NON-COMPLIANCE OF LAB SAFETY REGULATIONS: Lab workers/students will receive the following reprimands for non-compliance of the listed safety regulations and policies: This policy applies to all faculty, staff, students, and visitors in any laboratory in the College of Life Sciences.

1ST VIOLATION: The lab worker will receive a verbal and written warning indicating noncompliance, unless severity of the violation warrants immediate removal from the laboratory.

2ND VIOLATION: The lab worker will be asked to leave the lab and may receive a 0 (zero) for any graded lab exercise. The worker must meet with the College Safety Officer before being allowed back into the lab.

3RD VIOLATION: The lab worker will be asked to leave permanently and may receive a failing grade for a lab course.

FOR COMPLETE SAFETY POLICIES REFER TO THE LIFE SCIENCES SAFETY WEBSITE AT:

<http://lifesciences.byu.edu/safety/LabSafety/SafetyPolicies>



EMERGENCY PROCEDURES

To request emergency assistance on campus (fire, police, or ambulance), dial (801) 422-2222 or 911. In all emergencies and accidents, the first consideration is your safety and the safety of those around you.

- ✓ Alert all persons nearby.
- ✓ Evacuate the area and close the door behind the last person. If flammables are spilled and your safety is assured, turn off any ignition devices.
- ✓ Contact your faculty supervisor, College Safety Coordinator (801-422-6875) and/or RM&S (801-422-4468). If after hours or on weekends contact BYU Police at (801) 422-2222 for advice and assistance or Provo City Police at 911. Be prepared to provide the type of emergency, as well as your location and phone number where you can be reached (not always your office phone).
- ✓ If you have been potentially exposed to a Bloodborne Pathogen, contact your faculty supervisor, College Safety Coordinator (801-422-6875) and/or RM&S (801-422-4468). If during working hours proceed directly to the BYU Student Health Center, if after hours go to UVRMC ER.

EMERGENCY PHONE NUMBERS

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| BYU Police..... | (801) 422-2222 |
| Risk Management and Safety | (801) 422-4468 |
| Provo Police Fire and Ambulance..... | 911 |
| College Safety Coordinator | (801) 422-6875 |
| Rebecca Scholl | (Cell: 801-380-3969) |
| College Facility Coordinator | (801) 422-5683 |
| Brian Johnson | |