LAB SAFETY COORDINATORS

TRAINING PROCEDURES

Lab Safety Coordinators are responsible for training all persons entering a lab, this includes faculty, staff and students. The Lab Safety Coordinator is also responsible for the completion of the training and ensuring that the Safety Certification Sheet is returned promptly.

A person entering the department receives a packet containing information about the department, ergonomics, autoclave training, accident reporting, waste disposal and the safety certification sheet. At that time the person is instructed to contact the Lab Safety Coordinator regarding necessary training.

Training of lab personnel, students and others who work in the lab:

1. Stanford Health and Safety Online training. All personnel working in a lab must take the complete on line safety training. All non-wet lab personnel must take the General Safety portion of the online training. Instructions are included on the Safety Certification sheet for registration.

2. General Department Information: All faculty, staff, students and visiting scholars should have been informed of:
   - Their rights under the [injury and illness prevention plan](#)
   - Where the emergency assembly point is and how to exit the buildings properly.
   - Where the emergency pull stations, fire extinguishers, eyewashes/showers are located on each floor and instructed on the proper use of each.
   - The contents of the red safety cabinets and how to use contents
   - Emergency numbers: What is the first number you call if there is an emergency? Where are the emergency phone numbers posted in the Lab? Is an Emergency Notification Sheet posted in your Lab? Who to contact when the incident is not serious enough to dial 9-911.

3. Hazardous Waste Training: This is [not an option](#) and must be taken. This is included in the Stanford Health and Safety Online Training. Completion time for training is limited to 2 weeks.
4. It is the responsibility of the Lab Safety Coordinator to ensure that the chemical inventor is kept up to date on the University system (SCIMS-Chemtracker).

5. It is the responsibility of the Lab Safety Coordinator to ensure that all hazardous waste in the lab is properly tagged and disposed of. This includes any radioactive containers or waste.

6. It is the responsibility of the Lab Safety Coordinator to periodically inspect the lab(s) for possible hazards and take corrective measures to eliminate those hazards. For example, blocking of eyewash/showers. Quarterly, a General Lab Safety Inspection form is to be completed and turned in to Carol Killian, in the Main office. **This is a code compliance issue.**

7. It is the responsibility of the Lab Safety Coordinator to ensure that all items, such as emergency notification sheets (in Life Safety boxes) and In Case of Emergency Sheets are updated quarterly.

8. It is the responsibility of the Lab Safety Coordinator to ensure that posters such as “Labeling of Hazardous Chemical Wastes” and “Unwanted Chemicals” are displayed in appropriate areas.

9. Specialized Training: If the person entering the lab is required to have specialized training, this training should occur in a timely manner. The specialized training is to be determined by the PI, or supervisor. For dry labs, the people entering the lab should take an ergonomics class. These classes are now offered at EH&S or online. Everyone working on computers or using pipeteers for any length of time should take the ergonomics class.

The following is a list of general questions that should be asked of all persons entering a lab.

1. What would you do if you found someone lying unconscious on the floor in a lab next to a puddle of what appears to be a chemical?

2. If you were walking through a lab and accidentally spilled a substance you thought to be a chemical on you what is the first thing you would do?

3. A strong chemical odor begins permeating your area. What would you do?

4. Do you know what a Life Safety box is? What is it's purpose?

5. Do you know the proper use of a fire extinguisher? Do you know when to use a fire extinguisher and when not to use one?
6. If a fire started in a lab and it is too big to be contained by a fire extinguisher. What is the first thing that you would do?

7. How important are ceiling tiles in your area in case of a fire?

8. Should have electrical/computer cords hanging through the ceiling?

9. Do you lift heavy items? Do you know the proper way to lift them?

10. Do you know how to use all equipment in your area properly.