

**UNIVERSITY OF HOUSTON-CLEAR LAKE  
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

		<b>Effective Date</b> February 17, 2023	<b>Number</b> L 07
<b>Subject</b> Advanced Lab Safety Training Policy			
<b>Reference</b> SORM RMTSA Vol. III, Sect. 2, Ch.7.16 Laboratory Safety Program		<b>Special Instructions</b> None	
<b>Distribution</b> CSE		<b>Reevaluation Date</b> 3 years	<b>No. Pages</b> 3

**I. PURPOSE**

This document outlines the requirement for completion of Advanced Laboratory Safety Training prior to starting work TA's, RA's, Independent Studies, and Graduate Research students

**II. POLICY**

Laboratory safety training is required for all students working in a lab with chemicals. It must be completed before students start work in a lab, at the beginning of the semester in which a student takes a laboratory course or courses with lab components.

Students who will be working in a research lab, or in a lab outside of a teaching course where materials are prepared for them must have additional information. Those students must take the Advanced Laboratory Safety Training, along with research specific training provided by their faculty sponsor. This includes but is not limited to teaching assistants (TA's), research assistants (RA's), independent (research) study (I.S.) or graduate research (G.R.) studies. The advanced training must also be taken prior to starting lab work, and includes more in depth expectation for general laboratory safety, potential chemical hazards, fume hood and biosafety cabinet information, chemical and waste handling, labeling, emergency and first aid procedures.

**III. DEFINITIONS**

- A. ACS – American Chemical Society
- B. GHS – Global Harmonization Standard, which is an international standard for hazard communication warning labels and signage.
- C. SDS – Safety Data Sheets, which are written by a manufacturer for each chemical material to relay important chemical safety and health hazards, and physical properties.

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- D. PPE – Personal Protective Equipment, such as lab coats, safety goggles or glasses for impact or chemical splash protection, and work gloves for grip, impact, cut or chemical protection.

**IV. PROCEDURES**

1. **Enroll in Training** –Prior to engaging in lab work, TA's, RA's, I.S., and G.R. students must successfully complete the advanced laboratory safety training. Enrollment is done using the self-enrollment instructions provided, or submit request to [EHS@uhcl.edu](mailto:EHS@uhcl.edu).
2. **Successfully complete the training course with a 90% or higher, and submit proof of completion along with TA hire or other application paperwork.**
3. The course is intended for students who have previously taken at least one laboratory component with chemicals and/or biological materials.
4. The training is intended to inform of Emergency Procedures, safe chemical handling and disposal procedures. Students shall take the course with the expectation of assisting faculty with the items below.
  - i) **In Lab First Day** – at the beginning of the first lab, assist faculty with, and be familiar with locations of:
    - Gloves
    - First Aid Kit
    - Emergency Exits
    - Eye wash(es) – and assign someone to test them before lab (weekly)
    - Safety Shower
    - Spill Kit
    - Fire Extinguisher(s)
    - Fire Alarm Pull Station (which may be outside the lab)
    - Lab Phone and Emergency Numbers: UHCL Police x.2222, EHS x.2106
    - SDS
    - Incident Reporting forms, Lab Safety Manual, ACS Lab Safety booklet
    - Waste containers and location(s) as appropriate: broken glass, sharps, experiment wastes, labels, lab waste accumulation area, and (building) waste storage area
  - ii) **In Every Lab** – assist faculty with each lab's information:
    - Review experiment procedures and material hazards before lab
    - Prepared solutions must have legible contents, hazard warning words and/or pictograms per GHS Hazard Communication rules
    - Have the chemical's Safety Data Sheets (SDS) available for review

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- Layout and organize experiment, equipment, and lab work at benchtops and fume hoods to reduce trip hazard, enhance workflow
- Refuse students from entering the lab if they are not wearing the proper PPE and clothing coverage

**IV. APPROVAL**



Director of Environmental, Health & Safety

Date: February 16, 2023

**V. REVISION LOG**

<b>Revision Number</b>	<b>Approval Date</b>	<b>Description of Changes</b>
1	1/10/19	Policy created
2	2/16/23	Policy updated to also include RA's, Independent Studies, and Graduate Research students