

Fall Term 2015 Safety Memorandum

Required: Safety Refresher Training

Environmental Health and Safety (EH&S) requires safety refresher training for all persons working in a chemistry laboratory at the following intervals:

Module	Required Renewal
<i>Laboratory Safety Training</i>	<i>Every 3 years</i>
<i>Hazardous Waste Training</i>	<i>Every 1 year</i>
<i>Safety Data Sheet (SDS) Training</i>	<i>Every 3 years</i>
<i>Fire Extinguisher Training</i>	<i>Every 1 year*</i>

*Video only. Not required but strongly recommended.

The training modules consist of videos and quizzes (the latter serving as proof of completion) and are available via the EH&S website: <http://oregonstate.edu/ehs/training-materials>

Required: Laboratory Safety Assessment Self-Audit Reporting

Regular safety self-audit reporting is here. As mentioned in previous memoranda, this is simply intended to document what should already be taking place in departmental laboratories. The form is to be completed **each quarter** and may be found here:

http://oregonstate.edu/ehs/sites/default/files/pdf/laboratory_safety_assessment.pdf

Once the form is complete (be sure to fill in all information at the top), please scan and save it with a file name listing the term of completion and the PI's/laboratory manager's name, for example:

"Fall 2015 Safety Assessment Blakemore.pdf"

And place it in the appropriate folder in the T drive: *T > Chemistry > Safety Assessment Forms > [Term]*

Please note that although this process will provide record keeping for safety assessments, PIs/laboratory managers are still ultimately responsible for ensuring safety compliance.

Accident and Near-Miss Reports

The University requires that all accidents involving injury are formally reported within 24 hours on the standard OSU accident/illness form. The completed form (available on the Department of Chemistry website) should be handed in to Paula Christie in the main office (Gilbert 153) for forwarding to the Department of Human Resources.

In cases of a "near miss", completion of the EH&S *Near-Miss Report* form is strongly encouraged. Near accidents/near misses are incidents that may or may not result in damage to property but do not result in an injury to employees or other individuals. Near misses are potential learning opportunities that

should be used to promote discussion about changes to policies, procedures, engineering controls and personal protective equipment in an attempt to prevent future accidents and near misses. Employees should report near misses within 24 hours of an incident. The form should be used to describe and discuss the causes and outcomes of a near miss, and is available here:

http://oregonstate.edu/ehs/sites/default/files/pdf/near_miss_report.pdf

Reminder: Safety Shower and Eye Wash Station Testing

Safety showers in a majority of OSU laboratories are now regularly tested by EH&S; however, the testing of eye wash stations remains the responsibility of PIs/laboratory managers. Eye wash stations are easy to test without special gear and these units should be flushed on a regular basis (every 1–2 weeks) to avoid water stagnation. An inspection tag should be attached to the station to document when tests are completed and by whom.

Reminder: Approval of Outreach Events

Please note that a formal approval is required for all outreach activities involving any kind of chemical experiment/demonstration. The form may be found on the Department of Chemistry website via *Research > Safety Web > Outreach* and must be submitted **at least two weeks** prior to the event.

Reminder: SDS/MSDS Information Online

Access to SDS/MSDS information is critical to proper laboratory safety. Although there are many sources available, please note that OSU personnel have access to MSDSOnline. Go to <http://oregonstate.edu/ehs/sds> for access.



Fall 2015 fire extinguisher training at the EH&S Annex. Image: J. Paul