

## Fall Term 07: Chemistry Department Safety Memorandum

- **New unified policy on acceptable laboratory attire**

From January 1, 2008, a single unified policy for acceptable laboratory attire will be implemented across the Department of Chemistry for all individuals engaged in chemical research work. Thus, all laboratory workers, including undergraduate and graduate students, post-doctorals, instructors, and PI's, shall be required to wear clothing covering them from shoulders to ankles. Footwear must be closed at the toe and heel as before. Short-sleeved shirts & blouses are acceptable, but not shoulderless garments (e.g., tank tops). Long pants are recommended for males and females and short trousers or short skirts shall not be permitted. Personal protective equipment (PPE) as appropriate must also be worn; for virtually all laboratories within the Department, required PPE includes safety goggles/glasses, gloves, and lab coats.

Laboratory instructors and TA's are asked to be especially mindful of this policy. Please set a good example to undergraduate students and enforce implementation of the safety rules. For many instructional lab courses, an identical attire policy is already in place, but for a few others it represents an extension of the previous "shoulders to knees" policy and lab handbooks may need to be up-dated.

- **Safety shower & eye washer testing**

Some time ago, EH&S ceased to regularly check our safety showers and many are overdue for testing. Most of the Department's safety showers are not equipped with drains beneath them and special equipment is required to conduct testing without causing flooding. We now have access to suitable test gear and it is recommended that PI's and lab managers see to it that all safety showers in their areas are checked. Please contact Kristi Edwards to schedule testing.

Eye wash stations release less water than showers and are straightforward to test. Please remember to regularly test eye washers and run water through them until any rust discoloration dissipates.

- **Outreach: approval process and new rules for off-campus events**

The requested two-week minimum notice requirement for safety committee approval of outreach events will now be strictly enforced. Please plan ahead and seek approval for your event well in advance to avoid permission refusal. Guidelines for approval can be found on SafetyWeb.

In future, individuals conducting outreach events off-campus will be required to carry with them a small fire-extinguisher, a spill-kit, and relevant MSDS for their planned demonstrations. A spill-kit and fire-extinguisher will be made available for loan from Kristi Edwards.

- **Over-crowding in lecture rooms**

Over-crowding in our larger lecture rooms continues to be a problem. Instructors, to avoid over-crowding, please remind students that they should attend only their assigned class sections and request that individuals sitting in aisles attempt to find themselves free desks.

- **MSDS**

All personnel handling chemicals should be aware of important hazard/handling information contained within relevant material safety data sheets (MSDS). OSU EH&S maintain a centralized file of MSDS; however, it is often more convenient to use the internet to view MSDS of interest. The links section of SafetyWeb has been up-dated to provide easy access to on-line sources of MSDS.

- **Surplus equipment and trash**

Do not place surplus equipment or trash in corridors and stairways (or otherwise use these areas for temporary storage). Please contact Tim Rogers in Chemistry Stores to arrange for proper removal or storage of unwanted items. [nb. cardboard boxes must be broken down prior to removal for recycling]