

Winter Term 2020 Safety Memorandum

The Departmental Safety Advisory Group met on January 31, 2020. Important items discussed at that meeting are shown below. If you have any questions, please feel free to contact Michael W. Burand (DSAG chair) or any other member of the Group for assistance.

Laboratory Injuries and Proper Response

All personnel are reminded of the following important points when dealing with injuries in the laboratory:

- If the injury is serious, call 911 immediately (if using a campus phone, there is no need to dial 9 first, simply dial 911). If in doubt, it is *always* better to err on the side of caution and call 911. If it is later determined that emergency services were not needed, there will be no repercussions for having called them.
- If someone intends to walk to Student Health Services to seek treatment for an injury, that person *must be accompanied*. It is never acceptable to allow a student or a TA to walk to Student Health Services unaccompanied, even if the injured person objects.
- If transportation to Student Health Services is needed, call Public Safety to arrange this.
- In the case of an injury, an accident report must, by law, be filed within 24 hours (or sooner, depending on the severity of the injury). Go to <https://risk.oregonstate.edu/workerscomp> and follow the instructions provided.
- If injury was avoided but there is still a concern, complete a near-miss report, available at https://oregonstate.qualtrics.com/jfe/form/SV_0wTziroPVhEK38F.

Laboratory PPE Information

Although teaching laboratories have additional considerations (see *Reminder: Safety Requirements Apply to All Personnel in Teaching Laboratories* below), OSU's PPE policy may be found at <https://fa.oregonstate.edu/saf-manual/300-laboratory-safety/308-personal-protective-equipment-hazardous-materials-laboratory-%E2%80%93>. This policy is a helpful reference as it describes the responsibilities and PPE requirements for all OSU laboratories.

Laboratory Self-Assessment Form

Research groups are strongly encouraged to complete a self-assessment form on a regular basis (quarterly is recommended). The form is available at https://ehs.oregonstate.edu/sites/ehs.oregonstate.edu/files/pdf/laboratory_safety_assessment.pdf. Although it may be efficacious to designate a specific employee to complete this, it is most effective if all employees and the PI actively participate in the assessment process.

Reminder: Updates to Required EHS Online Safety Training

OSU Environmental Health and Safety (EHS) has updated the mandatory training modules. To access the training, go to <https://ehs.oregonstate.edu/training/training-materials> and select *OSU Laboratory Safety Training Program (L-CLAB)*. This training consists of six short modules in Bridge. Note that this training supersedes the previously-used modules *Laboratory Safety*, *Safety Data Sheets*, and *Hazardous Waste*. The training must be completed by anyone who will be working in a laboratory in the Department of Chemistry, excluding students not paid by OSU and participants in short-term laboratory experiences such as one-day events. The training must be completed every 36 months.

PIs and supervisors may access records for their workers by clicking on *TRAINING* on the EHS homepage (<https://ehs.oregonstate.edu/>) and then going to the *PI Web Interface* link under the heading *Training Records*. This will bring up the *EHS Assistant* page, and the *Training Records* link at the bottom will provide a current listing of workers' training status. If an individual is not found in the records, go to the *Worker Registration* link on the *EHS Assistant* page to add that person (former workers may also be removed in this way).

Reminder: Safety Requirements Apply to All Personnel in Teaching Laboratories

Please note that although the word "students" is used in the following table, these requirements apply to *all* personnel (including instructors, TAs, and classroom assistants) present in a chemistry teaching laboratory:

Case	Requirements
1. Any wet chemistry is taking place anywhere within the laboratory (including the washing of glassware, etc.):	All students must wear closed shoes and be dressed such that there is absolutely no exposed skin below the waist. Students shall wear a laboratory coat and goggles. ¹ No food or drink is allowed in the laboratory at any time.
2. The laboratory is being used as a classroom (for example, for student presentations) and no wet chemistry is taking place anywhere within the laboratory:	All students must wear closed shoes and be dressed such that there is absolutely no exposed skin below the waist. No food or drink is allowed in the laboratory at any time.

¹ Safety glasses are not considered acceptable PPE in chemistry teaching laboratories; approved splash-proof goggles must be worn.

As always, students should consult the instructor of record if they have any questions about meeting the standards for attire. Instructors are reminded that the above are minimum requirements; it is up to the instructor to determine if additional requirements, such as gloves or heavy denim pants, are to be required. Good examples and safety measures, led by faculty and TAs, are always encouraged and welcome in any chemistry laboratory.