

Laboratory Safety Quick Start Guide

Know Your Hazards & Risks

- Equipment and Physical Hazards
- Biologicals
- Chemicals
- Compressed Gas Cylinders
- Radiation Producing Machines
- Radioactive Materials
- Lasers
- Hazardous and/or Regulated Waste
- Animal Use

Know the Applicable Policies & Programs

- [Chemical Hygiene and Laboratory Safety Plan](#)
- [Respiratory Protection Program](#)
- [Hazardous and Regulated Waste at WKU](#)
- [Institutional Biosafety Committee \(IBC\)](#)
- [Bloodborne Pathogens Exposure Control Plan](#)
- [Radiation Producing Machines Safety Manual](#)
- [Radioactive Materials Safety Manual](#)
- [Laser Safety Manual](#)
- [Animal Care and Use \(IACUC\)](#)
- Departmental manuals, programs policies

Implement the Hierarchy of Controls

- Elimination – physically remove the hazard
- Substitution – replace the hazard
- Engineering Controls – isolate people from the hazard
- Administrative Controls – change the way people work with the hazard
- Personal Protective Equipment (PPE) – protect the worker with PPE

Disposal

- [Hazardous Material Pickup Request](#) can be filed for un-needed/unwanted chemicals
 - o All chemicals must be identified with full chemical name/concentration.
 - o Plan ahead for pickup & disposal. Prepare to be patient as there is a lot of waste on campus.
- [WKU Surplus](#) can be contacted to take un-needed/unwanted equipment.
(elizabeth.gafford@wku.edu, 270-745-6827)

Verify Necessary Laboratory Infrastructure & Emergency Planning

- Eye wash
- Handwashing sink
- Safety Shower
- Running water
- First Aid
- Egress/Unobstructed Exits
- Provision/plan for loss of power
- Spill clean-up procedures and materials
- Broken glass container/Dustpan/Broom
- Step-stool with handbar
- Locate nearest fire extinguisher
- [Severe weather evacuation plan](#)

Have Training & Documentation

- Copies of applicable manuals and programs
- Chemical Inventory
- Safety Data Sheets (SDS)
- [Eyewash Activation Record](#)
- Emergency Contacts/Hazards [posting](#) on door
- [Injury illness/near-miss](#) reporting available and reporting training conducted with workers
- Equipment certifications and registrations
- Waste log
- SOPs
- Training completed and [documented](#) for all laboratory workers on all hazards, laboratory infrastructure and emergency planning
- Training completed and documented for all laboratory-specific SOPs

Questions/Concerns

- Anonymous reports of laboratory safety concerns can be submitted via "[Saw Something](#)".
- Questions or concerns can be directed to

Jonathan Oglesby
Laboratory Safety & Environmental Compliance
jonathan.oglesby@wku.edu

Sarah Grant
Technical Safety Specialist/ Radiation Safety Officer
sarah.grant@wku.edu