



## **Laboratory Safety - Onboarding Guide and Maintaining Compliance**

Welcome to the University of Hawai'i Manoa! If you are working in a laboratory on campus the following list can act as a guide for onboarding new personnel and to help maintain compliance for current lab workers. The [UH Chemical Hygiene Plan](#) has detailed information about how to keep yourself safe and compliant when working in a laboratory at the University of Hawai'i at Manoa. When in doubt, or if you have any questions about the list below, contact EHSO at [labsafe@hawaii.edu](mailto:labsafe@hawaii.edu) for more information. Your safety is our top priority; please contact EHSO if you have concerns!

- New or current Faculty / Principal Investigators (PIs) with labs should log in to [UH Safety Solutions](#) and:
  - Create a lab group. **(Only Faculty may create lab groups; call EHSO for exceptions.)**
  - Complete and certify a lab hazard assessment at least every 2 years.
  - Assign delegates when necessary to help manage UH Safety Solutions and the lab.
  - PIs or delegates should respond to inspection findings in a timely manner.
- If you are a new worker in the lab - **sign in to [UH Safety Solutions](#) first - and then ask your PI or lab manager to log in to UH Safety Solutions and add you to the lab group.** If you can't sign in, contact UH ITS to determine if you have an active UH Affiliation. You are required to have an active UH Affiliation to work in a lab.
- Lab members are required to log in to UH Safety Solutions and:
  - Acknowledge your lab group's hazard assessment certified by your PI.
- Complete your [initial in person lab training](#) with the EHSO; frequency - one time.
- Complete your [Lab Personnel Safety Checklist](#) with your PI; frequency - one time.
- Document your annual lab safety refresher training with your PI on your Lab Safety Personnel Checklist or using this document; frequency - annually.
- Wear your required PPE when working in the lab; typically safety glasses, lab coat, and gloves.
- Know the location and how to operate your emergency eyewash and shower station.
- Know how to access safety data sheets (SDS).
- Use the laboratory self inspection tool periodically in UH Safety Solutions to identify and fix deficiencies.
- Remember the 4Ls; Lids, Leaks, Labels, and Location. Every container should have an appropriate Lid. Use secondary containment for Leaks. Label all chemicals appropriately; remember waste has to have the full chemical name. Store your waste in your designated [Satellite Accumulation Area](#) (Location).
- Have an [emergency plan for spills](#) and post instructions in your satellite accumulation area.
- Maintain a required annual chemical inventory and [store and segregate chemicals by hazard class](#).
- Collect sharps and broken glass according to university policies by using the [sharps matrix](#).
- Use the [chemical abbreviation key](#) or use full chemical names to properly label working chemical containers.
- Always use full chemical names when labeling hazardous waste!
- Minimize the volume of hazardous reagents in your lab. Have your hazardous waste picked up regularly. Attend [hazardous waste generator training](#) if you have been assigned waste responsibilities; frequency - one time in person, then annually through Lulima.
- Use the [hazard waste turn in form](#) to have your waste picked up in a timely manner.
- Develop standard operating procedures [SOPs](#) for high hazard chemicals or processes. Reassess SOPs if you have a change in process or acquire new equipment with new specific hazards.
- Follow the [Good Neighbor Requirements for Shared Open Lab Spaces](#) if you work in an open laboratory environment.
- Visit <http://www.hawaii.edu/ehso/> for more information!
- Biosafety questions? [biosafe@hawaii.edu](mailto:biosafe@hawaii.edu)
- Radiation safety questions? [ntg@hawaii.edu](mailto:ntg@hawaii.edu)

