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 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 Laulima.
- 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
- Radiation safety questions? ntg@hawaii.edu
Annual Laboratory Safety Refresher Training

Required annual lab safety refresher training is conducted with the Principal Investigator (PI) or their designee. Minimum safety topics should include:

1. The University of Hawai‘i (UH) Chemical Hygiene Plan, Hazardous Materials Management Plan, your laboratory’s specific Standard Operating Procedures (SOPs), and the Lab Personnel Safety Checklist (LPSC).
2. Information and instructions on UH Safety Solutions.
3. Emergency procedures and locations of emergency eyewash and shower stations.

The PI is ultimately responsible for the health and safety of their personnel in the laboratory. Please ask your PI questions if you are concerned about safety. Contact EHSO at labsafe@hawaii.edu if you have additional questions.

File this document in your Lab Safety Notebook.

Principal Investigator _________________________________________________________________

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