**[ XXX ] Forensic Laboratory Safety Plan**

**Date: XX/XX/XXXX**

**Approved by:**

**[ XXX ] Forensic Laboratory Safety Plan**

*The [XXX] Forensic Laboratory's policy is to comply with all Federal or State laws about [XXX] employees' safety and the elimination of unnecessary safety hazards from the workplace. This policy includes requirements under Federal OSHA regulations, regulations issued by Federal and State agencies covering hazardous chemicals, asbestos, radioactive waste materials, and any other substance potentially harmful to employees or students.*

*The Director is directed to take the actions necessary to ensure that all [XXX] Forensic Laboratory units comply with this policy and all pertinent Federal and State regulations.*

*The Director or a delegated representative is authorized to review and approve plans developed by individual campuses or other organizational units before their implementation to assure compliance with this policy.*

*-Adopted by XXX on XXXX*

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**Section 1**

**Introduction**

1. Purpose

*Example: This laboratory safety plan sets forth policies, procedures, equipment, personal protective equipment, and work practices capable of protecting [XXX] Forensic Laboratory personnel from the health and safety hazards inherent in laboratories. The primary goal of this plan is to assist in making the laboratory a safer place to work. This plan's secondary goal is to meet various state and federal regulations such as Title 29 of the Code of Federal Regulations Part 1910.1450, "Occupational Exposures to Hazardous Chemicals in Laboratories." A copy of this standard may be found in Appendix A****.*** *This laboratory safety plan is equivalent to the chemical hygiene plan described in the standard.* ***(will this be the case for your lab?)***

1. Scope

*Example: All divisions within the [XXX] Forensic Laboratory must have a laboratory safety plan that is specific for each laboratory. Laboratories may include but are not limited to any other situation where hazardous chemicals or substances are used.*

*This plan's components are required by the above referenced OSHA regulation and other pertinent State and Federal regulations. Other components have been incorporated and are currently considered a prudent practice to promote safety in the laboratory.*

1. Responsibilities

*Example: [XXX] Forensic Laboratory will develop and update as needed a general guidance document outlining the format and subject matter that should be covered as required by pertinent regulations in all laboratory safety plans. The plan will offer technical guidance and assistance to campus chemical hygiene officers. Maintain resources that individual divisions may use through the Safety Officer to assist in implementing training requirements outlined in this plan. Random inspections of laboratories to ensure laboratory safety plans are in place, effective, and*

*being followed. And to conduct safety audits of laboratories on request and make recommendations to improve safety within the laboratory.*

*You may name individuals and their positions and responsibilities who are pertinent to this section.*

*e.g., Safety Officer,*

* *Ensures each division has developed a written laboratory safety plan under their responsibility.*
* *Assists division supervisors in developing laboratory safety plans and ensure plans are following or equivalent to the[XXX] Forensic Laboratory's guidance document.*
* *Ensures any laboratory safety plan not following or equivalent to the System's guidance document still meets the requirements set forth by OSHA's General Industry Standards (29 CFR 1910). Reviews laboratory safety plans before being implemented and on an annual basis after implementation to ensure they are complete and effective.*
* *Acts as a resource for divisions with laboratories requiring assistance in technical guidance, training, and/or implementation of the plans' provisions.*

1. Lab Safety Plan

*The purpose of this guide is*

*i.e. provide a safe work environment.*

*Protect employees from health hazards.*

*Assist divisions in regulatory compliance.*

*Available to all personnel.*

*The plan is reviewed annually.*

*Emergency numbers*

*Update when needed? Or on a schedule?*

**Section 2**

**Standard Operating Procedures**

*The following are examples of topics found in the appendices.*

1. *General Procedures for a safe laboratory*
2. *Handling flammable solvents*
3. *Other waste streams*
4. *Ordering and procurement of chemicals*
5. *Storing chemicals in the laboratory*
6. *Waste disposal*
7. *Handling spills*
8. *Compressed gasses*

**Section 3**

**Criteria for Implementation of Control Measures**

*Examples for topics:*

*When to use a hood*

*When to use safety shields or other containment devices*

*When to use personal protective equipment, which kinds of PPE*

**Section 4**

**Laboratory Safety Equipment**

*Examples:*

*Discuss the hoods and inspection and certification criteria.*

*Preventative maintenance for equipment*

*Ventilation*

*Emergency shower and eyewash stations, inspection/certification*

*Emergency skill kits and containment*

*Fire extinguishers*

**Section 5**

**Hazardous Chemical Disposal**

*Example: where do you store the hazardous chemicals, what do you store your hazardous chemicals in, are there satellite storage areas within divisions, who is in charge of keeping them in compliance, is there signage for personnel and emergency services, how are the hazardous waste containers labeled, who prepares the waste for transport, who keeps manifests of disposals*

**Section 6**

**Information and Training**

*Example: what regulations do you follow, local, state, federal?*

*How and where is the plan available to personnel?*

*When do you train personnel, what is the frequency?*

*Are there special considerations for processes, i.e., when handling fentanyl?*

**Section 7**

**Medical Consultation**

*Example: when is medical consultation required? When exposed, when injured? Where do you send personnel? Is there an onsite medical facility?*

**Section 8**

**Special Considerations**

*List the special considerations your laboratory may have. Drug exposures, do crime scene techs collect evidence for the lab at scenes, are lasers used, etc.*

**Section 9**

**Emergency Procedures**

*What does your laboratory do during an emergency? Do staff meet at an alternate location, how do you know who was in the lab at the moment of evacuation, are there staff to attend during an emergency, or do you call in emergency services? Who gets notified during an emergency?*

**Section 10**

Appendices

*Examples:*

*A general lab safety document that includes health and chemical hygiene*

*List the SOPs the lab has created.*

*Housekeeping measures*

*Documents that may have been generated for individual equipment maintenance, specialty equipment.*

*Lab glassware, disposal of lab glassware*

*Accident reporting*