



## HEALTH AND SAFETY IN THE LABORATORY SERIES

### LABORATORY SAFETY PLANS

Health and Safety Programs consist of various documents, plans and policies. One of the most important documents is the Laboratory Safety Plan. The plan should cover the overall processes within the lab that effect and are affected by personnel. Once a safety committee has been established, programs and policies should be developed to address all aspects of your laboratory processes. For example, laboratory standards operating procedures, laboratory equipment, hazardous waste disposal, and personnel training should be components of your plan.

Additionally, the lab should add policies on personnel protective equipment, special handling procedures, biological waste management, sharps control, chemical spill emergency response, and pollution prevention. A laboratory safety plan can be utilized as the laboratory chemical hygiene plan. The plan should include at a minimum the following three (3) sections.

### SECTIONS OF PLAN

**Section 1: Introduction**, including table of contents, definitions, emergency procedures, and medical record-keeping responsibilities

**Section 2: Organization-wide policies and procedures** (control measures, organizational training requirements, PPE, housekeeping, hazardous/nonhazardous chemicals used, SOPs, emergency equipment, compressed gasses, hazardous/nonhazardous waste disposal practices, etc.), and

**Section 3: Laboratory-specific operations** (i.e., safety personnel, laboratory-specific training and SOPs, chemical inventory, specialized equipment and/or chemicals, biological hazards, hazards due to a particular source, i.e., fentanyl).

Review the generic laboratory safety plan template.

An example of a Table of Contents from a Chemical Hygiene Plan/Laboratory Safety Plan:

### EXAMPLE Table of Contents

#### Section I: Overview

- Introduction
- Overall responsibilities
- Hazard identification and chemical/laboratory safety fundamentals
- Chemical exposure policies
- Hazard communication and BBP training
- Medical consultation and record-keeping



- Safety inspections
- Basic SOPs
- Personal protective equipment
- Shipping of hazardous products, if applicable

## ***Section II: Laboratory Policies and Standard Operating Procedures***

- General guidelines
- Safety equipment
- Housekeeping practices
- Laboratory specific SOPs
- Laboratory-specific personal protective equipment
- Chemical/equipment procurement
- Spill and accident policies/procedures

## ***Section III: Laboratory-Specific Operations and Hazards***

Working with:

- Flammables
- Reactive
- Corrosive
- Toxic
- Compressed gases
- Regulated chemicals/hazards
- Laboratory specific hazards

Once the laboratory safety plan is developed and approved, look for additional areas that could be addressed. Additional topics could be added to the Laboratory Safety Plan, either as a section or by appendix or as a stand-alone document, policy, or procedure to the overall Health and Safety Program.



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References:

<https://ehs.unc.edu/lab/lsp/>

<https://safety.rice.edu/creating-laboratory-specific-safety-plan#:~:text=%20Section%201%20Table%20of%20contents%20and%20Emergency,drawing%20of%20your%20laboratory%20into%20the...%20More>

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