

## **Laboratory Policies**

**Scope:** All laboratories in Eternal University.

**Policy Statement:**

Eternal University is committed to ensuring the safety of its students and employees; and complying with all applicable regulatory environmental, health, and safety requirements. All the departments should to ensure that a minimal level of protection is maintained, all laboratory operations must satisfy all Governmental regulations as well as any guidance developed by Eternal University designated with the authority to do so.

**Procedure:**

**A. General**

1. Each faculty member, principal investigator, lab in-charge, lab supervisor or designated responsible authority is responsible for the safety of the individuals working within his or her laboratories.
2. Students should reserve time on the equipment by signing the appropriate schedule.
3. All students must sign and date the log-books for the equipment each time they use it. Faculty in-charge will review the log books on a weekly basis.
4. Food and drinks are strictly forbidden in laboratories.
5. Always keep the laboratory equipment under lock and keep.
6. No laboratory equipment should be removed from the lab without prior permission from faculty in-charge.
7. Appropriate uniform must be worn in laboratories at all times. Long pants and closed-toe footwear are required attire when using any hazardous material or working with animals. Clothing and hair must be secured properly to avoid accidents.
8. An appropriate level of Personal Protective Equipment (PPE) must be worn at all times when hazardous materials such as chemicals, biological materials, radioactive materials, animals or equipment, are used.
9. Proper labeling and storage of all hazardous materials are required and essential for a safe laboratory work environment.

10. Faculty members, principal investigators, lab managers, lab supervisors or designated responsible authorities are responsible for ensuring that all individuals working in their laboratories have been adequately trained.
11. Individuals working in laboratories must have to read and understand all written guidelines, manuals, plans, policies, programs and standard operating procedures that pertain to their activities.
12. Faculty members, principal investigators, lab managers, lab supervisors or designated responsible authorities must follow disposal procedures in compliance with all government regulations and prevent the release of contaminants through sound best management practices for waste generation, handling, and disposal.
13. Safety Data Sheets (SDS) for all laboratory chemicals is required to be maintained in the laboratory.
14. The entrance to each laboratory in which hazardous materials are used or stored shall be posted with the names and phone numbers of the Principal Investigator, Lab Manager, or Lab Supervisor and any other designated personnel who can be contacted in the event of an emergency.
15. The availability and use of a number of types of safety equipment are essential to the practice of safe science. Safety equipment, such as biosafety cabinets, fume hoods, safety showers, fire extinguishers and emergency eyewashes, should be present in well-marked, highly visible, and easily accessible locations in or near all laboratories that use hazardous materials.
16. The prompt reporting of hazardous material spills to proper University authorities is an essential element in the protection of the health and safety of faculty, staff, students, visitors, and patients. Follow the spill procedures for chemical, biological, or radiological spills as necessary.
17. Employees are required to report all occupational injuries, illnesses, or incidents to their work supervisor. Following a report of an incident, the Designated Medical Service Provider for the respective campus shall provide a confidential medical evaluation and follow-up to the employee.

## **B. Responsibilities**

### **a. University Environmental Health and Safety (UEHS) is responsible for:**

1. Developing, implementing, and maintaining all university programs concerning safety and environmental compliance while maintaining appropriate scientific knowledge of the materials, techniques and practices utilized, in collaboration with researchers and experts in the fields UEHS regulates.
2. Assisting faculty members, principal investigators, lab manager, lab supervisor or designated responsible authority with risk assessment and risk mitigation including recommending or requiring safety equipment and PPE as necessary.
3. Performing periodic inspections to confirm compliance.
4. Providing and documenting generally applicable training for laboratory employees concerning the requirements of this policy and their responsibilities;
5. Providing guidance for the preparation of documents and lab-specific training programs required by this policy;
6. Maintaining current knowledge concerning the requirements for storage and use of regulated materials in the laboratory;
7. Investigating injuries, illnesses, or incidents in laboratories and communicating recommendations to appropriate personnel;
8. Participating in research oversight committees and reviewing protocols for safety and compliance;
9. Arranging for individualized medical screenings, surveillance and occupational health services as required;
10. Acting as the point of contact between Indiana University and the governmental entities charged with enforcing the regulatory requirements represented in this policy; and
11. Halting work in laboratories where lack of compliance with requirements represents a danger to individuals

### **b. Deans, Directors, and Department Heads are responsible for:**

1. Ensuring that all departmental faculty and staff members understand and take seriously their roles in implementing the requirements of this policy; and
2. Ensuring an appropriate and safe workspace is provided for work being performed

**c. Faculty Members, Principal Investigators, Laboratory Managers, and Laboratory Supervisors are responsible for:**

1. Taking overall responsibility for the safety and supervision of individuals working within his or her laboratories;
2. Ensuring that each individual working within the lab is provided with appropriate training on safety and regulatory requirements and ensuring that their laboratory personnel receive the appropriate procedure-specific instruction and are proficient at performing those procedures;
3. Ensuring that each individual working within the lab is provided with any needed medical surveillance and/or medical support services required by their work;
4. Ensuring that required safety equipment and personal protective equipment are provided, maintained, and used;
5. Ensuring that specific standard operating procedures incorporating safety considerations are developed and observed;
6. Ensuring that prompt action is taken to correct any unsafe acts or conditions which have been observed or reported, whether through inspections or other routes;
7. Notifying IUEHS in the event of an injury or illness that occurs in the laboratory; and
8. Being familiar with reading, understanding, and implementing all requirements associated with specific programs.

**d. Individuals within Laboratories are responsible for:**

1. Complying with all safety requirements for the work being performed;
2. Participating in required training and medical programs
3. Wearing appropriate lab apparel and using personal protection equipment (such as lab coat, safety glasses, gloves, etc.);
4. Utilizing the appropriate safety equipment properly (such as the fume hood);
5. Reading, understanding, and following the established standard operating procedures;
6. Obtaining information prior to using an unfamiliar hazardous material or performing a new task; and
7. Informing the faculty member, principal investigator, lab manager, lab supervisor or designated responsible authority of any accident or unsafe conditions.