

TEXAS TECH UNIVERSITY

Policies and Procedures

Texas Tech University is a large institution that relies heavily upon both internal maintenance and construction workers and external contractors specializing in unique services in order to function efficiently. Due to vast diversity in the types of work spaces on campus, from offices and food service to radiation and biological laboratories, the rules for working in these environments vary greatly. This document is to help outline the university policies for entering and working in the various laboratories on the main **Texas Tech University** campus.

The term “*laboratory*” at **Texas Tech University** encompasses not only rooms that utilize chemical and biological agents, but also studios, shops, field sites, and classrooms where chemical, biological or physical hazards are present. *The Texas Tech University Chemical Hygiene Plan** outlines the policies and responsibilities for all individuals entering these areas. It is recommended that the supervisor review this document to ensure all policies and procedures are followed. If a person is found to be in violation of any of these policies, they will be asked to leave the area.

**To view a copy of the Plan go to: www.ehs.ttu.edu*

Notifications

Prior to entering a laboratory, personnel must notify the building manager or responsible party of the building in addition to the *Principal Investigator (PI)/Laboratory Supervisor*. Due to the fact that most laboratories are, by their very nature, hazardous, it

is important to notify someone that is aware of the hazards present when entering a room. At this time you speak with these people, the appropriate **PPE** will be provided and possible hazards can be identified. It is also important to let the *PI/Laboratory Supervisor* know what your work will involve.

Work Practices

Notify laboratory personnel of the nature of work you will be performing. If you need to cover equipment or an instrument must be moved, it is important to discuss this in advance in case the device is in use or needs adequate ventilation. All operations should be brought down to a minimum when non-laboratory personnel are present, but should you feel uncomfortable or see operations being performed in the area you are going to work in, feel free to ask questions and explain that the area needs to be cleared. Do not attempt to clear an area by yourself. If the appropriate action is not taken, *notify your supervisor and/or EH&S at 742-3876*.

Spills or Incidents

If during the course of work a chemical spill occurs or laboratory items are damaged, leave the laboratory and notify the laboratory personnel, building manager or **EH&S** prior to continuing work. If at any time you are uncomfortable or unsure of your surroundings discontinue work and notify the laboratory personnel, building manager or **EH&S** before continuing work.



Personal Protective Equipment (PPE)

Everyone entering a laboratory is required to wear the minimum **PPE** for that area. Required clothing is sleeved shirts, long pants and liquid-resistant shoes that cover the entire foot, leaving no exposed skin from the waist down. This is the minimum **ONLY** if there are no chemical/biological/radioactive agents out in the room. Additional **PPE** will be determined by the type of lab. Most laboratories require a minimum of having a lab coat and safety glasses while chemicals are out or operations are being conducted, but ask before entering to determine if special **PPE** is needed. Note to employer: It is the responsibility of the employer to provide all employees with the **PPE** necessary to perform a job safely.

Special Hazard/Radiation/BSL2/BSL3 Laboratories

These labs require direct supervision by laboratory personnel throughout the duration of the work being conducted. These laboratories present specific and potentially deadly hazards. These laboratories will be designated by door signage and **cannot** be entered without laboratory personnel present.

Food/Drinks/Tobacco

All food, drink and tobacco use is strictly *prohibited at all times while in any laboratory area*. This includes not using the laboratory’s trash can for disposal of these items.

EMERGENCY CONTACTS:

Environmental Health and Safety 742-3876

University Police Department 742-3931

Fire Department or other Emergencies:

911

Note: There are also *Blue Phones* in buildings as well. Just press the *blue* button and you will be *automatically* connected to the University Police Department.



REMEMBER



YOU HAVE THE RIGHT
AND OBLIGATION TO
WORK SAFELY

Visit our website:

www.ehs.ttu.edu

Located:

Administrative Support Center

2903 4th St, Rm 122

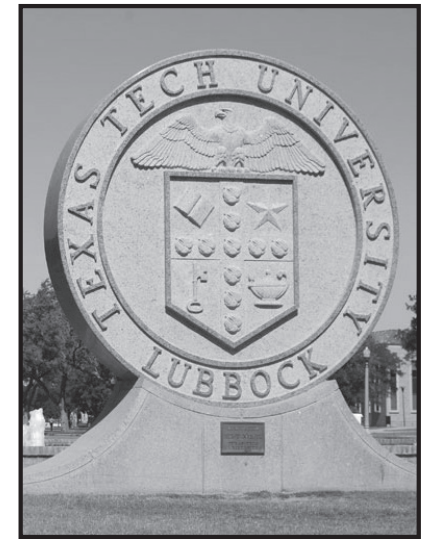
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TEXAS TECH UNIVERSITY



ENVIRONMENTAL HEALTH & SAFETY

POLICIES AND PROCEDURES FOR:

**Maintenance & Contract
Workers in
TTU Laboratories,
Studios, & Shops**



TEXAS TECH UNIVERSITY

Environmental Health *and* Safety



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