



Work Area Safety Plan (WASP) Requirements

The WASP is a research group-specific document that identifies potential hazards in the laboratory, outlines laboratory group-specific policies and procedures, and gives guidance to laboratory personnel in the event of an incident for all lab locations. Section A11 of the University Lab Safety Manual outlines the requirements for WASP construction.

Does your WASP address the following?

- All laboratory location(s) that are covered in the plan;
- Responsible party / parties for the laboratory locations that are covered in the plan, including designation of personnel responsible for WASP implementation;
- Emergency contact information for the responsible party for the laboratory locations, including the Department Safety Officer's contact information;
- Storage locations of SDSs, University Chemical Hygiene Plan, and any other laboratory documents, such as SOPs;
- Rules and policies of the laboratory that are not less stringent than the University Laboratory Safety Manual;
- Good laboratory hygiene practices;
- Procedures to assess performance and operate chemical laboratory fume hoods and other protective equipment;
- Identification of hazards and mitigation strategies in the laboratory, including:
 - Physical, electrical, chemical, biological and radiological hazards present;
 - Employees must be informed of physical and health hazards associated with hazards present; and
 - Employees must be informed of the Permissible Exposure Limits (PEL) for all hazards present.
- Control measures for reducing employee exposure to these hazards such as engineering controls, personal protective equipment (PPE), and hygiene practices;
- The instances under which a laboratory operation, procedure, or activity shall require knowledge or presence of an appropriate responder;
- Provisions for medical consultation and medical examinations (i.e., include information on the Occupational Health Program (OHP) provided by EHS;



- Provisions for additional employee protection for work with particularly hazardous substances including but not limited to, "select carcinogens", reproductive toxins and substances which have a high degree of acute toxicity. Alternatively, these provisions may be addressed in a separate SOP (see Section A12 of the University Lab Safety Manual). The provisions must cover:
 - Establishment of a designated area;
 - Use of containment devices such as laboratory hoods or glove boxes;
 - Procedures for safe removal of contaminated waste; and
 - Decontamination procedures.
- Waste disposal procedures for all waste streams (e.g., chemical, biological, glass, etc);
- Clean-up procedures in case of a spill; procedures must be specified for all hazard classes present (e.g., acid, base, biological, radiological, etc.);
- Guidance on what to do in case of emergency (e.g., fire, medical emergency, severe weather, etc.).
- Is there an acknowledgement sheet that all individuals working in the laboratory have sign that states they have read and understood the plan and will follow what is outlined in the plan?
- Are current training records (i.e., printed training certificates) for all active laboratory personnel, including the PI / supervisor, accessible in the work area?

WASP Availability

1. Is the WASP readily available to all personnel, employee representatives and regulatory agencies upon request?
2. Is there a hard copy of the most recent WASP in all lab locations?

WASP Review & Updates

1. Has your WASP been reviewed in the past two years?
2. Was your WASP updated when new hazards, operations or equipment was introduced in the work area?