**How to use the this template – Last Updated: Fall 2021**

This is a guide for supervisors to give direction in building a robust Work Area Safety Plan (WASP). **Use the Styles bar on the Home tab in Word to format your document.** It is the responsibility of the supervisor(s) to review and update the WASP as needed to address new materials, equipment, or procedures; at minimum, it is TTU policy that this document is **reviewed and updated biennially**. Details pertinent to the WASP can be found in the Laboratory Safety Manual (<http://www.depts.ttu.edu/ehs/academicsafety/labsafetydocs/LabSafetyManual.pdf>).

Below, you will find information regarding certain features of this template. Example content IS NOT all inclusive and may not include documents, PPE, hazards, rules, etc. applicable to your work area; you will need to add this information. Likewise, you will need to delete content not pertinent to your work area to prevent confusion.

Contact EHS with questions or for a complementary review.

**I. Welcome:** This section is for welcoming new personnel to the work area. It can also be used to address management processes such as leave requests, payroll, office hours, regular meetings, conference room scheduling, etc. It also creates a place to clearly lay out expectations for work area personnel for them to reference at any time. There is a section page break after this section so that the following section will start at the top of its own page.

**II. General Safety**

(A) Contact Information: This section is made to fit on a single page so that it can easily be printed and hung in the lab as required by university policy ([University Laboratory Manual](https://www.depts.ttu.edu/ehs/academicsafety/labsafetydocs/LabSafetyManual.pdf) A9.2.4).

(B) Document Location: This section is for you to identify the location(s) in the work area where these documents are stored. This is helpful to EHS, Emergency Responders, and lab personnel to guide locating this documentation. **It is recommended that you create and post a floorplan to identify this location in the lab as well as other important safety features such as available exits, fire pulls, extinguishers, and blankets, eyewashes/drench hoses and safety showers.**

(C) 1. Refer to <http://www.depts.ttu.edu/ehs/Training/index.php>, A14 of the Lab Safety Manual, or contact EHS at 806.742.3876, safety@ttu.edu or ehs.lab.safety@ttu.edu if you have questions regarding required trainings. Most trainings require periodic renewal. Check all that apply.

 2. Enter your work area-specific training proficiencies and testing strategy. This training is in addition to the EHS-provided training in section C.1. Indicate how competencies will be evaluated and the frequency at which they will be evaluated. The CDC-NIH BMBL requires that both Biosafety Level 1 and Level 2 laboratories provide annual updates and additional training when equipment, procedures, or policies change and that this training is documented and the records maintained.

(D & E) These lists are not all-inclusive; modify appropriately for your needs. Procedures to don and doff PPE and assess performance and operate equipment/controls in the work area may be included in section XIV or in a separate SOP document.

(F) This is a list of best practices that may not include all practices you wish to see in your space. Add as necessary.

G) The Buddy System is a recommend best-practice and not required by all departments or for all work area operations. What is presented here is an outline of a buddy system developed by the ILSC and is presented in Section A4.5 of the LSM.

(H) We have outlined considerations for most emergency responses; however, there are multiple places in this section that require you to input information for your area. Also, ou may have additional safety equipment that it not outlined here. Include all applicable safety features in your lab

(I) Example hazards:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Hazard*** | ***Details / Source*** | ***Mitigation*** | ***Reference*** |
| Fire: Chemical | Petroleum Ether | Fume HoodPPE:  | SDS |
| Fire: Physical | Bunsen burnerHot plate | Turn off gas when not in useReplace damaged tubingInspect cords for damage | SOP |
| Particularly Hazardous Substances | FormaldehydeEthidium Bromide | Use only in marked, designated areaFume HoodPPE:  | SDS & SOP |
| Burns: Temperature | Liquid Nitrogen | PPE: enhancedThermo-protective gloves | SOP |
| Burns: Chemical | Sodium Hydroxide | PPE: | SDS |
| Sharps | ScalpelsProbesSyringes | Secure sharp ends when not in useDetermine a neutral zone with passing instruments. Do not recap/remove needlesDispose of in proper sharps container | SOP |
| Biohazard | S. aureus | Perform aerosolizing procedures in a BSCPPE: | SOP |
| Biohazard | Human Blood | Perform aerosolizing procedures in a BSCPPE: | SOP |
| Biohazard | Environmental Samples | Use universal precautionsPPE: | SOP |

(J) Entry and Exit Procedures: This may be a simple as properly donning and doffing PPE according to the SOP and washing hands. Additional hazards may require more complex procedures or requirements (OHP enrollment, accompaniment, etc.).

(L) Waste Management: Proper waste management practices are one of the most important strategies you engage in daily to keep your laboratory safe.

**III. Incident Reporting:**  EHS must be notified within 24 hours of an accident or incident. Do not hesitate to contact EHS at 742-3876 if you are unsure of how to handle a spill or incident situation.

**IV. Chemical Safety:** Add specifics here for spills, waste, special emergency procedures with exposure, equipment used with chemicals, etc. Occupational Health Program requirements/matters should be addressed in the Occupational Health Program section.

**V. Biological Safety:** Add specifics for biological safety. Medical surveillance and other Occupational Health Program requirements/matters should be addressed in the Occupational Health Program section. See Section B of the University Laboratory Safety Manual for more information.

**VI. Radiation Safety:** Add specifics for radiation safety. Occupational Health Program requirements/matters should be addressed in the Occupational Health Program section. See Section C of the University Laboratory Safety Manual.

**VII. Laser Safety:** Add specifics for LASER safety. Occupational Health Program requirements/matters should be addressed in the Occupational Health Program section. See Section D of the University Laboratory Safety Manual.

**VIII. Field Safety:** Add specifics here for spills and waste management, equipment or supplies needed in the field, special emergency procedures, transportation practices, etc. Occupational Health Program requirements/matters should be addressed in the Occupational Health Program section.

**IX. Studio/Shop/Equipment Safety:** Add specifics here for Studio/Shop/Equipment safety. Reference pertinent Ops as needed. Occupational Health Program requirements/matters should be addressed in the Occupational Health Program section.

**X. Occupational Health Program:** Please go to the EHS website for more information. Call EHS @ 742-3876 if you have questions: <http://www.depts.ttu.edu/ehs/occupationalsafety/OHP/index.php>.

**XI. Disciplinary Actions:** When individuals fail to work safely in the laboratory corrective action must be taken. A reasonable escalation of actions is described in this section. The supervisor is the responsible official and may choose when an escalation is warranted (i.e., 4 violations in 6 months vs 4 violations in 4 years), not to terminate, etc.

**XII. Approved Personnel:** This section is set apart by page breaks to facilitate printing of multiple copies of this page.

**XIV. Work Area Specific SOPs:** These may be in a separate binder. You should have SOPs for equipment, all procedures, material handling, experiments, sampling methods, waste management, emergencies, etc. Don’t forget SOPs for daily basic items such as housekeeping practices/materials, sample logging, glassware cleaning, etc. This is no such this as a dumb SOP for someone unfamiliar with a work area…just poorly written ones.

It is prudent to include a table like the one below to document acknowledgement of the information and/or proficiency in a certain SOP.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Worker Name** | **Worker Signature** | **Date** | **Supervisor Initial** | **Date** |
|  |  |  |  |  |



Work Area Safety Plan

[Primary Investigator / Supervisor Name]

[Building] [Room Number]

Created By: Creator Name

Creation Date: DDMMMYYY

Last Updated: DDMMMYYYY

# Welcome and/or Introduction

Add your content here.

# General Safety

## Designated Responsible Parties and Contact Information

### PI / Supervisor

Name:

Email:

Office:

Work phone:

24-hr phone:

### Manager

Name:

Email:

Office:

Work phone:

24-hr phone:

### Safety Captain

Name:

Email:

Office:

Work phone:

24-hr phone:

### Department Safety Officer

Name:

Email:

Office:

Work phone:

24-hr phone:

### Building Manager

Name:

Email:

Office:

Work phone:

24-hr phone:

### EHS

safety@ttu.edu or ehs.lab.safety@ttu.edu

Business hours: 806.742.3876

Operations will contact EHS during non-business hours. Call 806.742.4OPS.

### Physical Plant

24hrs: 806.742.4677 (4OPS)

### Campus Police (TTUPD)

Non-emergency: 806.742.3931

### Emergency First Responder (Fire, EMT, Police)

FOR EMERGENCIES CALL 911

**Give your** NAME**,** LOCATION**, and the** EMERGENCY

## Document Location

### Safety Data Sheets:

### Standard Operating Procedures:

### Training Certificates:

### University Laboratory Safety Manual:

### BMBL

### NIH Guidelines

### [Other Pertinent Work Area Resources]

## Training Requirements

### EHS Required Training

[ ]  Art Safety [ ]  Laboratory Safety

[ ]  Autoclave Safety [ ]  Laser Safety

[ ]  Biological Safety [ ]  Magnetic Field Safety

[ ]  Bloodborne Pathogen [ ]  Radiation Safety

[ ]  Compressed Gas Safety [ ]  rDNA/Synthetic DNA Awareness

[ ]  Confined Space [ ]  Respiratory Safety

[ ]  Flammable Liquid Safety [ ]  Safety Awareness

[ ]  Hazard Communication (not for Labs) [ ]  Shop/Studio Safety

[ ]  Hazardous Material Shipping [ ]

### Work Area Specific Training

Enter lab-specific training proficiencies and testing strategy. Indicate how competencies will be evaluated and frequency at which they will be evaluated. Biological laboratories (BSL1, BSL2, BSL3, and their animal, plant, and arthropod counterparts) are required to document in-lab training. Personnel receive annual updates and additional training when equipment, procedures or policies change.

## Personal Protective Equipment

### Lab coat

### Tyvek suit

### Disposable Gown

### Coveralls / Apron

### Bonnet / hair cover / beard cover

### Surgical mask / Dust mask

### Respirator (X95-X100) / Half- or full-face respirator (must contact EHS-OHP)

### Safety glasses/OTGs / Splash Goggles

### Ear plugs

### Hard hat

### Face shield

### Gloves (nitrile, latex, vinyl, thermal, neoprene, needlestick, etc)

### Shoe covers

### Cover sleeves

### [Other]

## Engineering Controls

### Fume Hood

### Biological Safety Cabinet

### Centrifuge safety cups or sealable rotor

### Blast Shield

### Local exhaust systems

### Negative-pressured work area

### Shielding for radiation

### Glove box

### Gas cabinet

### Laminar Flow Clean bench

### Downdraft table

### Vacuum line filters

### Equipment guards

### Reach assists or guides

### Presence detectors

### CO, O2, H2S or other sensors

### Other

## General Work Area Rules, Policies and Practices

### Online and area-specific training requirements must be met prior to working.

### Be familiar with the location of safety equipment and know how to use it. Know building evacuation procedures and where the nearest tornado shelter is located.

### Immediately notify the supervisor or safety captain in the event of an injury or exposure of any kind. EHS must be notified within 24 hours.

### Food, drinks, medicines, cosmetics and the like are not permitted to be stored or consumed/applied in the work area. Food or personal-use items used for research purposes must be clearly labeled as such.

### Proper attire must always be worn. Solid shoes and long pants are required. Garments that expose the skin of legs or feet shall not be worn in chemical handling work areas.

### Appropriate PPE must be worn by all individuals while in the work area when chemical, physical or biological hazards are not behind a physical barrier.

### PPE is not to be worn outside of the work area. Carry PPE to secondary locations if needed.

### Housekeeping shall be done on an ongoing basis.

### Trip hazards must be removed or mitigated.

### Ladders, stools and other reach aids are to be used when needed. Tether when required.

### Equipment is to be used as instructed by the manufacturer. Do not remove guards or other safety features.

### All chemical containers must be labeled with required information, segregated by their hazard class, and stored in an appropriate manner (See appendix AA of the [University Laboratory Safety Manual](http://www.depts.ttu.edu/ehs/academicsafety/labsafetydocs/LabSafetyManual.pdf)).

### Waste is to be segregated (universal, chemical, biological, radioactive, sharps, and glass) for proper disposal.

### All chemical waste containers must be labeled with required sticker, information, segregated by their hazard class and stored in an appropriate manner. Waste is to be removed by EHS after 90 days of accumulation or when the container is ¾ full, whichever comes first. Biological waste containers shall not be filled beyond ¾ full.

### Spills shall be addressed immediately. Call EHS if you need assistance or are unsure of how to manage a spill.

### Always use a mechanical means to handle broken glass. Never handle it directly.

### Large or heavy items are to be stored as close to ground level as possible to make them easier to move and prevent them from falling.

### Exits, emergency eyewashes and safety showers, and walkways must be completely unobstructed.

### Avoid working alone. If this is unavoidable, make sure someone is aware you are working and when you anticipate work to be complete. Check in with them periodically and when work is complete.

### [Add additional rules/policies here specific to your lab.]

1. **Buddy System**

It is always best practice in to have a partner in the work area with you (i.e. buddy system). In lieu of a physically present partner, supervisors/PIs should have a check in, check on, and check out policy for working outside of standard business hours (8:00am-5:00pm, Monday-Friday and University closures) or when the supervisor/PI is physically away from campus, which follows the following general guidelines.

### Upon entering a lab, the lab worker should contact a designated contact person. The lab worker should inform the designated contact of their entrance to the work area, the general nature of their activities, and their planned exit time.

#### Contact includes email, phone calls, text messages, or other direct forms of communication as outlined in the work area safety plan (WASP).

* + 1. **The designated contact should be someone who understands the risk of the work and proper emergency response procedures related to the work. This can include supervisor/PI, lab managers, safety captains, or another designated lab member.**
		2. **The DC must respond to receipt of all communications to acknowledge contact (i.e. lab entrance, 3-hour check-ons, and exit).**
			1. ***If the total time in the work area is predicted to be less than three hours, the designated contact should be contacted again when lab worker exits the work area.***
			2. ***If the total time is greater than three hours, the designated contact should be contacted at least once every three hours by the lab worker to confirm safety and upon final exit of the work area.***
			3. ***If after 3 hours a check-on or exit time is not reported, the designated contact should attempt to contact the lab worker.***
			4. ***If attempts to contact the lab worker fail, the designated contact must notify the PI/supervisor. Then either the contact person or the PI/supervisor should physically visit the work area and check for the lab worker.***
		3. **It is recommended that experiments be planned to avoid conducting any high-risk procedure after hours (5 pm – 8 am), on weekends or holidays.**

## Emergency Action Plan

Report all emergencies to the Primary Investigator / Supervisor immediately. Notify EHS as soon as possible (no longer than 24hrs).

### Spill Management

The initial approach to a spill is the same regardless of the material involved:

* Alert others in the area to the spill.
* Address any contamination to yourself before addressing the spill and get help if you need it.
* Contain the spill to prevent spreading if doing so does not endanger you or others.
* Only respond to a spill if the following criteria are met:
	+ You have been trained, know the hazards, and have access to adequate materials to address the spill and are comfortable doing so; and
	+ It is not greater than 4L or smaller manageable volume and state; and
	+ Does not involve mercury or other toxic/flammable/corrosive/reactive materials.
	+ Is not likely to escalate to an emergency (immediately dangerous, explosive, low oxygen, etc.); and
	+ Does not involve environmental release (outside, drain, waterway, etc.); and
	+ The hazards presented by the spill do not exceed those of routinely working with the chemical.
* IF ANY OF THE ABOVE ARE NOT MET,
	+ Evacuate the work area and immediately call EHS – 806.742.3876 (or non-business hours 806.742.4677).
	+ Limited actions can be taken when leaving the work area if no immediate danger is present:
		- Closing fume hood if the spill is INSIDE the fume hood;
		- Opening the fume hood if spill is OUTSIDE the fume hood;
		- Shutting off heated equipment, gas lines and Bunsen burners; and
		- Stabilizing reactions.
* Submit a SCAN or incident report as it applies to the situation.

See the equipment SOP for spills involving equipment.

#### Chemical Spills

Enter steps here

#### Biological Spills

Enter steps here

#### Radioactive spills

Enter steps here

### Emergency Equipment and Materials

#### Spill Kits - be sure to replenish spill kits after use.

Chemical spill kits are available from EHS; contact them for a replacement.

**The spill kit for chemical spills includes the following:**

* Add list here
*
*
*

It is located…..

**The spill kit for biological spills includes the following:**

* Add list here
*
*
*

It is located…..

**The spill kit for radioactive spills includes the following:**

* Add list here
*
*
*

It is located…..

#### Safety Shower

There is/are ### safety showers in the laboratory. They are located XXXXX.

* This/these area(s) must remain unobstructed, so the shower is/are always accessible.
* The shower is checked annually by EHS for function and flow rate.
* Remove all affected clothing in the shower. A lab coat or fire blanket can be held up for modesty and use as a covering later.

To operate the shower….

#### Eyewashes

Eyewashes are located XXXXXXXX.

(This is an eyewash/drench hose combination that can be used as an eyewash or to flush a local area of contamination as a shower would.)

To operate the eyewash….

* Eyewash caps are always in place to prevent debris from falling into the device.
* Eyewashes are flushed weekly to prevent mineral build up and check proper function. If the unit does not function properly, place a work order with physical plant for repairs.
* This area is to remain clear of clutter so the eyewash can be easily accessed.

#### First Aid Kit

First Aid Kits are located….

#### Safety Data Sheets

Safety data sheets are located….

#### Biologically Hazardous Materials Information

Add info here for materials that can affect humans, animals, plants associated with your work…

### General Medical Emergency Procedures

Always protect yourself with gloves before assisting someone who is injured.

#### Severe Injuries

Call 911 for assistance and transportation to the nearest emergency room. Accompany the injured person to the medical facility and provide information to emergency personnel about the accident/exposure.

Immediately report the incident to the supervisor and EHS. An incident report(s) will need to be filed within 24hrs. This is especially important for individuals paid by TTU to be eligible for workers’ compensation. This form is available on the EHS website at: <http://www.depts.ttu.edu/ehs/about/incident-reporting.php>.

#### Splash to the Eye

Use the emergency eyewash to immediately flush the eye with a gentle stream of clean, temperate water for 5-15 minutes. Hold the eyelid open. Be careful not to wash the contaminant into the other eye if it was unaffected by the incident. Contact the most convenient local emergency room to obtain care if needed.

Report the incident to the supervisor and EHS. An incident report will need to be filed immediately so that the individual is eligible for workers’ compensation. This form is available on the EHS website at: <http://www.depts.ttu.edu/ehs/about/incident-reporting.php>

#### Contamination to the Body

Immediately remove contaminated clothing and drench skin with water. Wash with soap and water and continue to flush the area for 15 minutes. Contact the most convenient local emergency room to obtain care if needed. Report the injury to the supervisor and to EHS and seek additional medical assistance if necessary.

Report the incident to the supervisor and EHS. An incident report will need to be filed immediately so that the individual is eligible for workers compensation. This form is available on the EHS website at: <http://www.depts.ttu.edu/ehs/about/incident-reporting.php>.

#### Minor incidents

Minor incidents not resulting in bodily harm, personnel exposure or property damage should be reported to the supervisor and then to EHS by using the SCAN system at the following link: <http://www.depts.ttu.edu/ehs/about/incident-reporting.php>. Examples of such incidents include spills, broken glassware, minor slip/trips/falls not resulting in injury, etc.

* A spill involving materials subject to IBC approval must be immediately reported to the IBC either through a SCAN or a direct email to the IBC at ibc.ehs@ttu.edu.

### Emergency Shut Down Procedures

Certain emergency situations may require an immediate cessation of activities and the stabilization or securing of equipment, reactions and/or other research components in the laboratory. Emergency shut down procedures for experimental lab procedures should be addressed in the SOP.

#### Equipment

### Fire Procedures

#### Without placing yourself in danger, secure your work and proceed with the “RACE” process:

R – Remove persons from the immediate area

A – Alert others of the situation

C – Contain fire and smoke (shut doors)

E – Evacuate or Extinguish

#### You ARE NOT required to use a fire extinguisher.

Only use an extinguisher if you:

1. Feel confident and not threatened;
2. Are knowledgeable and trained on how to properly operate a fire extinguisher; and
3. Using the fire extinguisher does not put you in danger.

#### Activate the building fire alarm and leave the building at once according to building evacuation procedures.

(Insert your building evacuation procedures here)

#### Meet the fire department outside and tell them of the fire location and details of any materials potentially involved.

### Severe Weather Procedures

#### Tornado

In the event tornado sirens sound, gather those in the office or lab with you and proceed

QUICKLY AND CALMLY to (insert the building tornado shelter). GO DIRECTLY TO THE SAFE AREA.

* Do not use elevators
* Do not go by your office/car/etc and collect items.

Tornados can develop very rapidly and move very quickly. Do NOT underestimate the storm or overestimate your abilities.

Once gathered in the communal location, sit facing the wall and wait for further instructions. Duck your head and cover the back of your head with your hands. DO NOT return to the laboratory or offices until the “all clear” is issued.

### Bomb / Terroristic Threat / Active Shooter Procedures

Enter your procedures here

### Flooding

Enter your procedures here

### Extended Power Loss

In the event of extended power loss to a facility certain precautionary measures should be taken:

#### Unnecessary electrical equipment and appliances should be turned off if power restoration would surge causing damage to electronics and effecting sensitive equipment.

#### Double check equipment on backup-generator power. Upon restoration of power (and heat if applicable):

1. Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensate from forming on circuitry.
2. Fire and potable water piping should be checked by the BUILDING MANAGER for leaks from freeze damage after the heat has been restored to the facility and water turned back on.

## Laboratory Hazards

|  |  |  |  |
| --- | --- | --- | --- |
| Hazard | Details/Source | Mitigation | Reference |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Entry and Exit Procedures

### Work Area Personnel

#### Entry

#### Exit

### Maintenance and Custodial Personnel

#### Entry

#### Exit

### Non-TTU Personnel, Visitors, and Dignitaries

#### Entry

#### Exit

## Work Area Security

### Doors to the work area remain closed and are locked when workers are not present in the area.

### Sensitive materials are not left unsecured and are locked in cabinets, fridges, freezers, etc.

### Heat-generating equipment such as Bunsen burners and hot plates are not left unattended.

### Insert other measures here…

### Data security measures include….

## Waste Determination and Management

### All wastes must be properly segregated and contained before disposal or pick up by EHS. Wastes generated in this work area are listed below. Refer to the referenced area in the manual for details regarding that specific waste type if information is not offered in this section.

#### General Municipal Waste

#### Universal Waste

#### Glass Waste

#### Chemical Wastes

#### Biological Wastes

#### Sharps Waste

#### Radioactive Wastes

# Incident and Accident Reporting

**EHS must be notified within 24 hours of an accident or incident. Do not hesitate to contact EHS at 742-3876 if you are unsure of how to handle a spill or incident situation.**

**If even a minor personal injury or exposure results from an incident/accident, an Injury/Illness/Accident Report must be filed within 24 hours. This includes but is not limited to minor cuts, needle sticks, aerosolization exposure, or direct spills. Report forms can be downloaded from EHS’s webpage at the following link:** [**http://www.depts.ttu.edu/ehs/about/incident-reporting.php**](http://www.depts.ttu.edu/ehs/about/incident-reporting.php)**.**

**In the event personal injury did not result from the accident/incident, please file a SCAN report:** [**http://www.depts.ttu.edu/ehs/about/scan.php**](http://www.depts.ttu.edu/ehs/about/scan.php)**. This report is for Safety Concerns and Near Misses. You can choose to remain anonymous if you wish.**

# Chemical Safety

## Waste Management

## Equipment Use and Decontamination

## Compressed Gases

## Exposure Management

## Chemical Transportation

## Special Procedures for Particularly Hazardous Substances

## Special Procedures for Compressed Gases

## [Other items in accordance with the Chemical Hygiene Plan]

# Biological Safety

## Aseptic Technique

## Work Area Housekeeping and Decontamination

## Equipment Use and Decontamination

## Biological Waste Management

## Exposure Management and Procedures

## Transportation of Biological Materials

## Compressed Gases

## Special Considerations Regarding Animal Work

## [Other items in accordance with the Biological Safety Manual]

# Radiation Safety

## Special Procedures for Managing Radioactive Substances

## Work Area Housekeeping and Decontamination

## Equipment Use and Decontamination

## Radioactive Waste Management

## Exposure Management and Procedures

## Transportation of Radioactive Materials

## [Other items in accordance with the Radiation Safety Manual]

# Laser Safety

## Special Procedure for Managing LASERs

## Work Area Housekeeping

## Equipment Use

## Exposure Management and Procedures

## [Other items in accordance with the LASER Safety Manual]

# Field Safety

## Entry/Exit Procedures to Field Sites

## Special Permits

## Emergency Action Plan for Field Locations

## Safety and Emergency Equipment in Field

## Equipment Use

## Decontamination Procedures at Field Locations

## Exposure Management and Procedures in Field

## Transportation Procedures

## Waste Management in the Field

## Spill Management in the Field

## [Other considerations for Field Work]

# Studio/Shop/Equipment Safety

## Work Area Housekeeping

## Electrical Safety

## Special Procedures for Tool and Equipment Pre-Operation, Use, and Decontamination

## Lockout / Tagout Procedures

## Waste Management

## Spill Management

## Compressed Gases

## Forklifts

## [Other]

# ****Occupational Health Program****

**The OHP at Texas Tech is designed to monitor, mitigate, and treat health issues that can develop due to occupational hazards. The program consists of three parts: Assessment, Surveillance, and Response. Visit the OHP website:** **<https://www.depts.ttu.edu/ehs/occupationalsafety/OHP/index.php>**

**Employees whose work assignments meet the requirements of the Respiratory Protection Program (**[**TTU OP 60.05**](http://www.depts.ttu.edu/opmanual/OP60.05.pdf)**) or the Bloodborne Pathogen Protection Program (**[**TTU OP 60.24**](http://www.depts.ttu.edu/opmanual/OP60.24.pdf)**) must enroll in the OHP. Animal Users should visit Animal Care and Use’s Occupational Health and Safety page:** [**https://www.depts.ttu.edu/iacuc/Occupational.php**](https://www.depts.ttu.edu/iacuc/Occupational.php)**.**

## Getting Started

### Assessment

The Assessment stage should be performed using the Occupational Risk Assessment: https://www.depts.ttu.edu/ehs/occupationalsafety/docs/OHP\_Risk\_Assessment.pdf.

### Enrollment

If a worker is at occupational risk, the individual completes the enrollment form and submits it to the Occupational Health Program for review by emailing the completed form to ehs.ohp@ttu.edu. The form can be downloaded at https://www.depts.ttu.edu/ehs/occupationalsafety/docs/OHP\_EnrollmentForm.pdf.

## Surveillance

This component of the program includes regular monitoring of personnel for risk factors and health issues.

## Response

The response component of the program is designed to medically treat occupational illnesses. This includes two types of illnesses:

### Acute

These illnesses are immediate in nature and usually the result of accidents. These should be addressed by the emergency response medical provider in the workplace safety plan.

### Chronic

These illnesses are slow developing and usually the result of long-term overexposure to health hazards. These conditions are often identified and addressed by the occupational health program provider.

Email the OHP with questions at ehs.ohp@ttu.edu.

# Disciplinary Actions

## 1st violation:

### Discussion with Supervisor and informal documentation (i.e. email) of the violation

## 2nd violation:

### Formal documentation (i.e. letter) of the violation signed by the individual and retaking of pertinent training

## 3rd violation:

### Formal documentation of the violation signed by the individual, retaking of pertinent training and suspension of lab duties without pay until proficiency can be established.

## 4th violation:

### Termination

# Approved Personnel

**The following individuals have read and understood this Work Area Safety Plan and all relevant documents referred to within this Safety Plan. They have also completed all required training for completing their duties in this work area and are responsible for maintaining all refresher training and new training requirements.**

**By signing this document, each person accepts responsibility for his or her actions in this work area. Persons named below are responsible for following all safety practices and procedures described in this document and any applicable University OPs. Failure to follow any safety practices or procedures will result in a documented verbal warning and further disciplinary actions as outlined in the Disciplinary Actions.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Worker Name** | **Worker Signature** | **Date** | **PI Signature** | **Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# ****Safety-Specific SOPs****

## PPE Management

### Donning

### Doffing

### Laundering

### Disposal

## Hand washing

## Autoclave use

## Chemical/biological storage

## Chemical/biological transport

### Within Work Area

### To/From Work Area

## Cryogenic operations

## Sharps

## Aseptic Technique

## Chemical Fume Hood

## Biological Safety Cabinet

## Centrifuge

## [Other].

# Other SOPs