

**UNIVERSITY OF HOUSTON-CLEAR LAKE
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

		Effective Date January 10, 2019	Number L 07
Subject TA Lab Safety Training Policy			
Reference SORM RMTSA Vol. III, Sect. 2, Ch.7.16 Laboratory Safety Program		Special Instructions None	
Distribution CSE		Reevaluation Date Biannual	No. Pages 3

I. PURPOSE

This document outlines the requirement for TA's to take the advanced laboratory safety training prior to starting work.

II. POLICY

Laboratory safety training is required for all students working in a lab with chemicals. It should be completed before students start work in a lab, and must be completed at the beginning of the semester in which a student takes a laboratory course, or courses with lab components. This includes TA's, who must complete an advanced version of the training course prior to starting work as a TA. The training includes general laboratory safety, potential chemical hazards, waste handling, emergency and first aid procedures.

III. DEFINITIONS

- A. ACS – American Chemical Society
- B. GHS – Global Harmonization Standard, which is an international standard for hazard communication warning labels and signage.
- C. SDS – Safety Data Sheets, which are written by a manufacturer for each chemical material to relay important chemical safety and health hazards, and physical properties.
- D. PPE – Personal Protective Equipment, such as lab coats, safety goggles or glasses for impact or chemical splash protection, and work gloves for grip, impact, cut or chemical protection.

IV. PROCEDURES

1. **Self-Enroll in Training** –Prior to engaging in lab work, TA's enroll in and successfully complete the advanced laboratory safety training in blackboard. Enrollment is done by the

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potential TA using the instructions are provided, and searching for the course title “General Lab Safety Training – Advanced”.

2. **Successfully complete the training course with a 90% or higher, and submit proof of completion along with TA hire paperwork.**
3. The course is intended for TA’s of courses with at least one laboratory component with chemicals and biological materials.
4. The training is intended to inform of Emergency Procedures, safe chemical handling and disposal procedures. TA’s shall take the course with the expectation of assisting faculty with the items below.
 - i) **In Lab First Day** – at the beginning of the first lab, assist faculty with, and be familiar with locations of:
 - Gloves
 - First Aid Kit
 - Emergency Exits
 - Eye wash(es) – and assign someone to test them before lab (weekly)
 - Safety Shower
 - Spill Kit
 - Fire Extinguisher(s)
 - Fire Alarm Pull Station (which may be outside the lab)
 - Lab Phone and Emergency Numbers: UHCL Police x.2222, EHS x.2106
 - SDS
 - Incident Reporting forms, Lab Safety Manual, ACS Lab Safety booklet in wall pocket
 - Waste containers and location(s) as appropriate: glass, sharps, experiment wastes, labels
 - ii) **In Every Lab** – assist faculty with each lab’s information:
 - Review experiment procedures and material hazards before lab
 - Prepared solutions must have hazard warning words and/or pictograms per new GHS Hazard Communication rules
 - Have the chemical’s Safety Data Sheets (SDS) available for review
 - Layout and organize experiment, equipment, and lab workers at benchtops and fume hoods to reduce trip hazard, workflow
 - Refuse students from entering the lab if they are not wearing the proper PPE and clothing coverage

IV. APPROVAL

**UNIVERSITY OF HOUSTON-CLEAR LAKE
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(on file)
Director of Environmental, Health & Safety

Date: January 10, 2019

V. REVISION LOG

Revision Number	Approval Date	Description of Changes
1	1/10/19	Policy created