

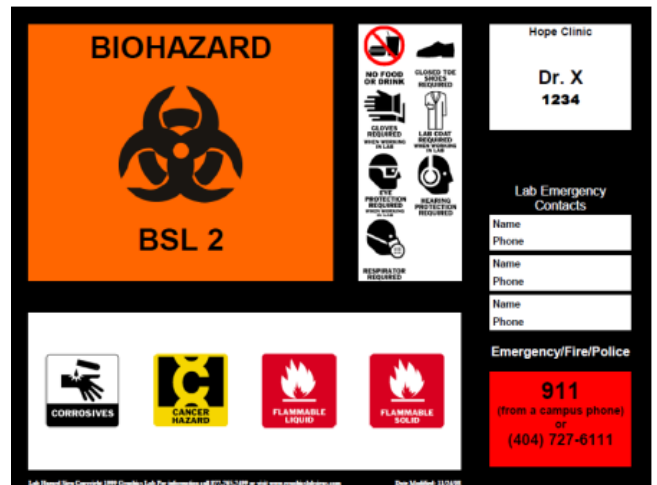


SUPERVISOR INSTRUCTIONS:

- Use toolbox trainings to encourage safety/environmental discussions during monthly meetings with employees.
- Campus Services' employees should maintain the employee sign-in sheet in their department's safety/environmental compliance binder as a record of training. All other groups should maintain a record of training in accordance with their Division's training procedures.

The goal of this toolbox training is to provide guidance that will enable Campus Services employees to work safely when required to enter laboratories on Emory's campus. Research laboratories on campus contain hazardous materials such as biological, chemical and radioactive materials. Some general precautions to follow are:

- Read laboratory door signs for physical and health hazards in the work area.
- Look for common hazard warnings and use the controls (including personal protective equipment & clothing) required by signs on the door.
- Stay out of controlled areas such as:
 - Fume hoods.
 - Biosafety cabinets.
 - Rooms with operating lasers (look for signs and warning lights).
 - Radioactive material work areas.
- DO NOT TOUCH laboratory research chemicals or equipment (ask laboratory personnel to move lab equipment or containers that are in your way).
- DO NOT EAT OR DRINK in the labs and always wash your hands before eating.
- If there is a spill, report it to laboratory personnel and your supervisor immediately.
- Report any unsafe condition to your supervisor (when in doubt...ASK!).



Chemical Labels and Safety Data Sheets (SDSs)

Information on chemical hazards can be found on labels and SDSs. The chemicals that you use must have labels that identify the chemical and list the primary hazards associated with the chemical.

Personal Protective Equipment (PPE)



- Goggles must be worn when there is a possibility of splashes to the eyes.
- Gloves must be worn when skin is exposed to custodial chemicals and unsanitary surfaces.
- Slip resistant shoes should be worn when slip hazards exist.
- Safety glasses should be worn when entering laboratories.

SAFETY/ENVIRONMENTAL TOOLBOX TALKS – LAB SAFETY FOR CUSTODIAL WORKERS

Questions for Discussion

1. What is the hazard or potential hazard in each of the pictures below?
2. What should you do if you encounter any of these situations?



Figure 1



Figure 2



Figure 3



Figure 4



Figure 5

SAFETY/ENVIRONMENTAL TOOLBOX TALKS – LAB SAFETY FOR CUSTODIAL WORKERS

ANSWERS TO QUESTIONS

FIGURE	ANSWER #1 - HAZARDS	ANSWER #2 - ACTION IF HAZARD IS ENCOUNTERED
1	Needle could stick the employee.	Needles cannot be disposed of in regular trash. Lab personnel should be asked to remove the needle before the trash is emptied by custodial staff. If the lab that is responsible for the needle cannot be determined, contact EHSO for assistance.
2	Biohazard in the regular trash.	Biohazard waste cannot be disposed of in the regular trash. Lab personnel should be asked to remove the biohazard waste before the trash is emptied by custodial staff. If the lab that is responsible for the biohazard waste cannot be determined, contact EHSO for assistance.
3	Glass bottle containing a chemical sitting on the edge of the bench top could fall off and break.	The bottle should be moved from the edge of the countertop by lab personnel.
4	Spill of unknown liquid.	Never clean a spill of an unknown substance in a laboratory. If needed, lab personnel should contact EHSO for assistance in cleaning chemical/radioactive spills.
5	Biohazard sharps container in the regular trash.	Biohazard sharps containers cannot be disposed of in the regular trash. Lab personnel should be asked to remove biohazard sharps containers from the regular trash before it is emptied by custodial staff. If the lab that is responsible for the biohazard sharps container cannot be determined, contact EHSO for assistance.