

Laboratory Policies

INDIANA UNIVERSITY-PURDUE UNIVERSITY AT INDIANAPOLIS ENVIRONMENTAL SAFETY POLICY

Subject: Eating, Drinking, and Related Activities in Laboratories

Effective Date: February 1, 1997

Approved: Robert Martin, Vice Chancellor - Policy: 101

PURPOSE AND BACKGROUND:

Hazardous materials can be accidentally ingested when eating, drinking, smoking, gum chewing, or related activities are permitted within workplace and teaching laboratories. To eliminate this potential route of exposure, OSHA has developed guidelines which prohibit these activities in areas where laboratory chemicals are present. In addition, OSHA recommends hand washing before these activities are conducted.

SCOPE:

This policy applies to all staff, faculty, students and University guests entering University laboratories.

POLICY:

Eating, drinking, smoking, gum chewing, the application of cosmetics and the storage of food and beverages are not permitted in laboratories containing hazardous materials. These activities may take place in a separate area which is a room with floor to ceiling walls and a door separating the area from the laboratory space in which hazardous materials are used, stored, or transported.

PROCEDURE:

Each school, department, or section is responsible for identifying laboratories where eating, drinking, smoking, and related activities are prohibited. Notifying students and staff of appropriate places for eating, drinking, and related activities is advisable. When planning renovations or new spaces, consideration should be given to providing appropriate areas for eating and drinking.

Subject: Eye Protection in Laboratories

Effective Date: February 1, 1997

Approved: Robert Martin, Vice Chancellor - Policy: 102

SCOPE:

These requirements apply to all staff, faculty, students and University guests entering University laboratories.

POLICY:

Eye protection shall be used according to the following laboratory classification.

LABORATORY CLASSIFICATION SYSTEM

CLASS 1 - EYE PROTECTION NOT REQUIRED

Laboratories that do not use chemicals, biologicals or physically hazardous materials.
Example: computer laboratory

CLASS 2 - EYE PROTECTION REQUIRED WHEN HAZARD EXISTS

Laboratories that use chemicals, biologicals or physically hazardous materials on an occasional basis.

Example: laser laboratory

CLASS 3 - EYE PROTECTION REQUIRED AT ALL TIMES

Laboratories that routinely use chemicals, biologicals, or machinery.

Example: most chemical laboratories

PROCEDURES:

Each department shall determine the hazard class of each laboratory. These requirements shall be posted outside each laboratory door. If a procedure creates a greater hazard than the laboratory classification would indicate, eye and face protection appropriate for the hazard shall be worn. Protective devices will be provided to employees at no charge. Each department will be responsible for enforcement of this approved policy. If the recommended policy does not apply to a particular situation, departments must provide an alternative policy for approval by the Laboratory Safety Committee.

Guidance for the selection of eye and face protection is given in the "American National Standard for Occupational and Educational Eye and Face Protection" (ANSI Z87.1). Environmental Health and Safety will assist in determining the appropriate eye and face protection for specific laboratory hazards and will provide vendor information for securing equipment.