



Classroom Safety and Health

College of Osteopathic Medicine

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I. Overview

A. Purpose

The College of Osteopathic Medicine at D'Youville University has developed this Classroom Safety Plan in compliance with the Occupational Safety and Health Administration (OSHA) Laboratory Standard Rules and Regulations. The Science Laboratories meet the requirements set forth in 29CFR1910.1450: Occupational Exposure to Hazardous Chemicals in Laboratories.

B. Scope

This Classroom Safety Plan is a written program developed and implemented by the College of Osteopathic Medicine at D'Youville University. This plan sets forth procedures, equipment, personal protective equipment, and work practices to protect students and employees from potential health hazards presented by hazardous chemicals used in the workplace.

C. Responsibilities

Implementation of the Classroom Safety Plan is the responsibility of individual chairpersons. The effectiveness of this plan depends on the cooperation of all faculty. This plan is a guide to maintain safety in the science labs.

The College of Osteopathic Medicine has assigned TBD on TBD to act as the Chemical Hygiene Officer.

It is the responsibility of the Chemical Hygiene Officer to:

1. work with science faculty and other employees to develop and implement appropriate chemical hygiene policies and practices,
2. perform regular, formal chemical hygiene and housekeeping inspections including inspections of emergency equipment,
3. help project directors develop precautions and adequate facilities to insure safety,
4. review and improve the Chemical Hygiene Plan on an annual basis,
5. ensure that employees know the chemical hygiene rules,
6. determine the proper level of personal protective equipment, ensure that such protective equipment is available and in working order,
7. ensure that appropriate training has been provided to employees,
8. monitor the chemical waste accumulation and coordinate its disposal.

Note: The responsibility for the safety of a research project rests with the principal investigator. The principal investigator is responsible for maintaining a safe environment and adhering to this Classroom Safety Plan.

II. Facilities

A. Description of Facilities

D'Youville University has the following laboratories:

- **Biology**
 - **SASE Building:** Two teaching laboratories on the 1st floor (102, 104) and three on the 2nd floor (203, 204, 205). One research laboratory (103).
 - **ALT Building:** Two teaching laboratories on the 2nd floor (206, 208) and two on the 4th floor (406, 407).

- **Chemistry**
 - **SASE Building:** Three teaching laboratories on the 3rd floor (303, 304, 305) and one on the ground floor (007). Two research laboratories (006, 302).

- **Gross Anatomy**
 - **ALT Building:** One teaching laboratory (LL61A).

- **Physics**
 - **SASE Building:** One teaching laboratory on the ground floor (004).

B. Access

The facilities described above are for the exclusive use of the science faculty, staff, and research students, as well as students enrolled in laboratory courses at D'Youville University. Students will adhere to the safety precautions of the laboratories that are laid out during the first-class meeting of the semester. Each semester, at the first meeting, faculty instructors provide the students with both verbal and written descriptions of the safety rules. Chemistry instructors and some biology instructors collect signed records from each student in the respective lab courses stating that the students received and understand the safety rules.

C. Equipment and Chemicals

Access to a laboratory does not automatically permit use of instrumentation and/or unlimited choice of chemicals. Student use of chemicals must be limited to the experiment pertinent to the research project only. Instrumentation use by a student is only permitted after adequate training on that instrument by a faculty member.

III. General Laboratory Safety Practices

A. General Safety Guidelines

The following rules should be followed by everyone in a laboratory:

1. Safety goggles are to be worn anytime when using laboratory chemicals.
2. No eating, drinking, or smoking is permitted.
3. Pipetting by mouth is prohibited.
4. Cosmetics and/or lip balm shall not be applied in the laboratories.
5. Pets are not allowed in the labs (this provision excludes service animals).
6. Lab benches must be cleaned regularly, especially after spills.
7. Be familiar with safety equipment and location of eye-wash stations, safety showers, fire extinguishers, and other first-aid equipment.
8. Dispose of environmental hazards in the appropriate waste disposal containers.
9. Properly label waste containers as well as chemicals.
10. Check that the gas is turned off before leaving the labs.
11. Use of personal electronic devices and head-phones are prohibited.
12. No tomfoolery in the laboratories. Pay attention to the task at hand.

B. Hygiene Guidelines

1. Contact Lenses

It is the responsibility of each laboratory instructor to develop an appropriate policy regarding contact lenses. It should be noted that if a chemical contacts an eyeball, the lens may trap the chemical behind it, making it difficult to wash out the eye and increasing the potential for injury.

2. Clothing

Use of gloves, lab coats, and other protective clothing may be required when handling chemicals or working with open flames. Avoid neckties, scarves, or any dangling accessories while in the laboratory. Avoid wearing clothing that exposes large areas of skin.

3. Loose Hair/Beards

Secure long hair back and off of shoulders to prevent it from coming into contact with chemicals, flames, or any moving machinery. People with beards must also take the same precautions.

4. Chemical Exposure

Minimize exposure to chemicals by using a fume hood when using gases and volatile chemicals. Never try to identify any chemical by taste or smell!

C. Chemical Information

Safety Data Sheets (SDS) can be found for each chemical stored within the laboratories of D'Youville University associated with their chemical inventory. SDS can also be downloaded from msdsdigital.com.

D. Warning Signs

Each science laboratory has a sign on the door indicating hazards and precautions associated with the chemicals or equipment in the room.

E. Chemical Storage

Chemicals shall be stored in secure areas. This is to prevent theft or unauthorized use of the materials. The chemicals will be placed in cabinets and shelves. Chemicals should not be stored in the hoods, bench tops, on carts, or on the floor. This is to ensure that work areas remain clean and clear of clutter. Chemicals should be regularly examined for deterioration.

F. Transport

Once a chemical is delivered to the laboratories and removed from the original packaging, only those employees knowledgeable about the use and handling of the chemicals should be transporting.

Chemicals shall be transported in an appropriate pail or container to minimize spills. Spill clean-up supplies shall be with the person transporting hazardous materials in case of a spill.

G. Waste Storage and Removal

- **Chemicals**

Hazardous waste containers must be properly labeled to indicate the type of waste so it can be properly disposed of. Waste labels with the words "Hazardous Waste" are available in each chemistry laboratory. Once full, the bottles will be stored in an accumulation area to be taken away by a licensed waste handler. Do not fill a waste bottle to the top. The waste can expand causing overflow and breakage.

- **Biohazards**

Biohazardous waste containers must be labeled with proper warning labels. All biohazard waste must be placed in red biohazard bags, and the biohazard bags must be placed in rigid containers until it is disposed of properly.

- **Sharps**

All sharp objects must be placed in a sharps container. The sharps container must be sealed. The sharps container must be sealed prior to being discarded or replaced.

IV. Emergencies

If an emergency arises, follow this procedure (from D'Youville University Emergency Response Quick Reference Guide, Section I. Basic Procedures):

1. Call 9-1-1 if an appropriate emergency. Provide your name, building name, location, and the nature of the emergency.
2. Control of the immediate area of the incident, if on campus.
3. Address the immediate (life threatening) needs of those involved in the incident.
4. Contact campus security (829-7777)
5. If the emergency is off campus establish communication lines between the scene and appropriate campus officials.
6. Contact University officials, and the University response team. Activate phone trees and messaging systems as needed.

For hazardous spills: (from D'Youville University Emergency Response Quick Reference Guide, Section VI. Other Emergencies Requiring Specific Response Procedures):

Hazardous Materials

Any spillage of a hazardous chemical or potentially radioactive material should be reported immediately to Campus Security (829-7777).

- Evacuate affected site immediately. Do not walk on or touch any spilled substance. Try to stay upstream, uphill and upwind of accident.
- Cover mouth with cloth while leaving the area.
- Do not reenter area for any reason. Remain outside affected area until authorities allow reentry.
- A fire alarm may be activated but care is needed to avoid the spill area during evacuation.