

Spring Term 2016 Safety Memorandum

Chemical Spill Kits

All personnel working in Departmental laboratories are reminded that chemical spill kits are available from ChemStores. The Departmental Safety Advisory Groups strongly recommends that laboratories be stocked with chemical spill kits and all persons working in the laboratory be familiar with their use.

Spring Term Self-Audit Reports due Friday, June 10

Please recall that self-audit forms must be completed **each quarter**.

- The form may be found at:
http://oregonstate.edu/ehs/sites/default/files/pdf/laboratory_safety_assessment.pdf
- The completed forms should be scanned and saved as a pdf with a file name listing the term of completion and the PI's/laboratory manager's name, for example, "Spring 2016 Safety Assessment Blakemore.pdf".
- Please place the folder in the T drive: *T > Chemistry > Safety Assessment Forms > [Term]*. Note that **only faculty have access to this folder**, so the PI/laboratory manager will need to upload it.

In addition to ensuring a safe laboratory environment, completion of these forms will make faculty compliant with the institutional requirement that safety audits are conducted at least on an annual basis. Please note that although this process will provide record keeping for safety assessments, PIs/laboratory managers are still ultimately responsible for ensuring laboratory safety compliance.

PPE in Chemistry Laboratories

Members of the Department of Chemistry are reminded that wording adopted in the fall of 2014 reads:

"All students must wear closed shoes and be dressed such that there is absolutely no exposed skin below the waist. Students should consult the instructor of record if they have any questions about meeting the standards for attire."

Please note that this applies to those working in both instructional and research laboratories. EH&S states the following:

"Remind all visitors and non-lab staff to observe lab safety rules, including eye protection, while in the laboratory."

The excerpt above comes from the document:

http://oregonstate.edu/ehs/sites/default/files/pdf/si/laboratory_safety_si060.pdf

Reporting Safety Concerns

Anyone working in a Departmental laboratory should notify the PI/laboratory manager immediately if he or she has any concerns regarding laboratory safety. Concerns may also be brought to any member of the Departmental Safety Advisory Group (for a listing of current members, see: <http://chemsafety.chem.oregonstate.edu/content/departmental-safety-advisory-group-members-safety-memoranda>). Any conversations with Departmental Safety Advisory Group members will be kept confidential.

Reminder: Accident and Near-Miss Reports

The University requires that all accidents involving injury are formally reported within 24 hours on the standard OSU accident/illness form. The completed form (available on the Department of Chemistry website) should be submitted to Paula Christie in the main office (Gilbert 153) for forwarding to the Department of Human Resources.

In cases of a “near miss”, completion of the EH&S *Near-Miss Report* form is strongly encouraged. Near accidents/near misses are incidents that may or may not result in damage to property but do not result in an injury to employees or other individuals. Near misses are potential learning opportunities that should be used to promote discussion about changes to policies, procedures, engineering controls and personal protective equipment in an attempt to prevent future accidents and near misses. Employees should report near misses within 24 hours of an incident. The form should be used to describe and discuss the causes and outcomes of a near miss, and is available at http://oregonstate.edu/ehs/sites/default/files/pdf/near_miss_report.pdf

Reminder: Safety Shower and Eye Wash Station Testing

Safety showers in a majority of OSU laboratories are now regularly tested by EH&S; however, the testing of eye wash stations remains the responsibility of PIs/laboratory managers. Eye wash stations are easy to test without special gear and these units should be flushed on a regular basis (every 1–2 weeks) to avoid water stagnation. An inspection tag should be attached to the station to document when tests are completed and by whom **or** the inspection record may be kept electronically with this same information.

Reminder: Approval of Outreach Events

Please note that a formal approval is required for all outreach activities involving any kind of chemical experiment/demonstration. The form may be found on the Department of Chemistry website via *Research > Safety Web > Outreach* and must be submitted **at least two weeks** prior to the event.

Reminder: SDS/MSDS Information Online

Access to SDS/MSDS information is critical to proper laboratory safety. Although there are many sources available, please note that OSU personnel have access to MSDSOnline. Go to <http://oregonstate.edu/ehs/sds> for access.