

Initiate Laboratory Safety Protocols / Request Research Approvals

Outline for professors and laboratory supervisors to initiate safety protocols in context of university safety policy and prudent laboratory practices.

Objective to identify hazards present in labs, evaluate potential risks, and initiate safety and compliance protocols. Additional assessments and reviews noted below may be required to secure permission for the use of specific materials.

Additional information and resources are found on the KU-EHS web page at:

http://www.ehs.ku.edu/services_and_programs/laboratory_safety.aspx

Step 1: Identify Hazards / Evaluate Risk

- 1) Laboratory Registration & Hazard Identification Form
 - a. Submit a copy to KU-EHS and maintain one for your records.
- 2) Biological Agent Risk Assessment Form
 - a. To request approval for using Biological Materials, Recombinant DNA, and/or Select Agents.
- 3) Radiation Safety / Laser Safety Review – 864-2851
- 4) Hazardous Materials / Environmental Protection Review – 864-0224

Step 2: Contact Animal Care Unit (ACU) – 864-5587 - for animal use safety and compliance.

Step 3: Develop Safety Protocols per Campus Safety Policies

- 1) Laboratory Safety Evaluation
- 2) Biosafety Audit Checklist
- 3) Recombinant DNA Review – 864-4007 (Alt 864-4089)
- 4) Radiation Safety / Laser Safety Review – 864-2851
- 5) Hazardous Materials / Environmental Protection Review – 864-0224

Step 4: Communicate Hazards

- 1) Laboratory Entrance Posting with emergency contact information.
- 2) Safety Signage
- 3) Forms
 - a. Laboratory Safety Manual
 - b. Standard Operating Procedures (SOPs)

Step 5: Initiate Safety Training

- 1) Safety Awareness
- 2) Safety Objectives
- 3) Proper Use of Equipment

Step 6: Maintain Records

- 1) Laboratory Safety Notebook
- 2) Training Records With Respect To:
 - a. General / Campus Safety Overview
 - b. Safety specific with respect to identified hazards
 - c. Department Requirements
 - d. Laboratory / Research Specific Protocols.