

# **TM 19: Non-Laboratory Personnel Accessing and/or Working in Laboratories**

**USHM Appendix A p1-3**

**Go to Objectives for TM 19?**

# Non-Laboratory Personnel Accessing and/or Working in Laboratories

Non-Emergency (normal circumstances)

Accessing a Level I or II Laboratory

For routine repetitive tasks for which you have been trained by your supervisor (housekeeping, etc)

Open door carefully and enter if room appears normal.

or

If you have any doubt about safety, check with an authorized person in the lab and/or close the door and call the posted contact person, your supervisor or the EHS for guidance.

For non-routine or occasional tasks (repair work, remodeling, etc)

Knock on the door and wait for a qualified escort before entering, if possible.

or

If no one responds and the Authorized Laboratory Supervisor for the lab and your supervisor has authorized your access and has specified the specific work to be performed, you may enter.

# **Non-Laboratory Personnel Accessing and/or Working in Laboratories (Con't)**

For non-routine or occasional task (repair work, remodeling, etc) (con't)

Review the conditions within the lab and proceed into the lab only if you have no reservations about your safety.

or

If you do have doubts about your safety, do not enter--close the door and call the contact posted at the entrance, your supervisor, and/or the EHS for further guidance.

## **Accessing a Level III or IV Lab (Restricted to Authorized Personnel)**

Entrance requires the direct supervision of the Authorized Laboratory Supervisor (or his/her designee.)

# **Non-Laboratory Personnel Accessing and/or Working in Laboratories (Con't)**

Emergencies (abnormal circumstances with no one in the lab)

## **Accessing a Level I or II Laboratory**

If it is safe, in your judgment, to open the door, cautiously do so.

Review the status of the room and enter only, if in your judgment, it is safe to do so.

If, in your judgment, it is not safe to enter the room, withdraw, close the door and call the posted contact, your supervisor and/or EHS staff on call.

## **Accessing a Level III or IV Laboratory (Restricted to Authorized Personnel)**

Entrance requires the direct supervision of the Authorized Laboratory Supervisor.

# **Non-Laboratory Personnel Accessing and/or Working in Laboratories (Con't)**

Safety procedures for working in a laboratory.

Perform only the tasks you have been authorized to perform by your supervisor and the Authorized Laboratory Supervisor.

Do not eat, smoke or drink in a laboratory. (Wash your hands thoroughly and leave the lab to for any of these activities.)

Use all the safety procedures you have been trained to use in your tasks.

Do not touch the surfaces of laboratory bench tops, hoods, safety cabinets, etc or items in or on such furniture and equipment in Level I and II labs unless such contact is required to perform the necessary service and the Authorized Laboratory Supervisor has specifically cleared the equipment/surfaces to be serviced as being free of contamination and has provided access to the equipment/surfaces by removing all potentially contaminated materials or containers. Note: The “clearance” by the Authorized Laboratory Supervisor may be given through your supervisor.

# Non-Laboratory Personnel Accessing and/or Working in Laboratories (Con't)

Safety procedures for working in a laboratory (con't.)

Observe any laboratory-specific safety procedures that have been specified by your supervisor.

If, at any time, in your judgment, it is not safe to continue the work, discontinue the task and call the posted contact, your supervisor, and/or EHS staff.

Wash hands thoroughly before leaving the lab.

Upon leaving the lab, be sure to lock the lab if no laboratory personnel are present.

Remember! No work is to be performed in Level III or IV labs unless an Authorized Laboratory Supervisor(ALS) is present or the status of lab has been changed and certified by EHS for safe work without the presence of the ALS.

# **Non-Laboratory Personnel Accessing and/or Working in Laboratories (Con't)**

**General Rule: Do not enter a lab if you are in doubt about safety in doing so. If you do enter, perform only the task for which you have been authorized.**

Special note: An action taken to save a life remains subject only to the risks the individual is willing to accept and to the skills the person can bring to the situation.

Instructions for non-laboratory supervisors of employees that will be working in laboratories.

It is the responsibility of the supervisor, in consultation with the Authorized Laboratory Supervisors, Departmental Chairs and/or the EHS staff, to establish the safety protocols for access and work in laboratories and to provide any safety instruction that involves more than the content of this module.