


If this is the first time you are using these training modules in laboratory safety, you should read the instructions for moving from location to location within the training modules. Place the cursor within the rectangle below enclosing the word "Instructions" where the cursor should turn into a pointing hand (if the 'hand icon' in the tool bar has been selected). Now click the left mouse button (typical).

Go to [Instructions](#) or read "[Expectations](#)" at this time.

Although we would suggest that you study each lesson in its entirety and then go to the self test, you may use the modules in any manner that is best for you. The Self Tests are representative of the types of questions that will be asked when you request the "certifying exam" from EHS. They are not an exhaustive set of questions. ([Go to "Objectives" for Lesson 1 of EHS TM 50/51.](#))



Basic Lab Safety Training, Part I, Lesson 1 (EHS 50/51)

Introduction and KU Safety Organization

- This lesson outlines the safety organization at the University of Kansas and identifies the Safety Manuals which specify required safety training, procedures and facilities at the University of Kansas.

Safety Organization at the University of Kansas

The Provost is responsible for the administration of all activities on the Lawrence campus.

The Environment, Health and Safety Council (EHSC) is responsible for recommending safety policies and programs to the Provost and for reviewing the safety program.

The Lab Safety Committee of the EHSC is responsible for reviewing departmental applications for special Safety Authorizations.

The Environment, Health and Safety Department (EHS) administers the Kansas University Safety Plan (KUSP).

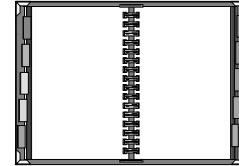
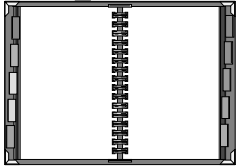
Departments, Laboratory Supervisors and all associated personnel, including students, shall comply with KUSP.

Administrative Organization of the Health and Safety Program

GTF1 (Go to Figure 1)

Kansas University (Lawrence Campus) Safety Plan (KUSP)

KUSP Specifies Safety Responsibilities at ALL Levels and Two Safety Manuals



- University Safety and Health Manual (**USHM**)
 - All individuals on campus shall be in compliance with the applicable portions of the USHM

- Laboratory Safety Manual (**LSM**)
 - All individuals frequenting laboratories shall, in addition, be in compliance with the LSM.

- Individuals in laboratories are classified as one or more of the following:
 - Authorized User--trained in the safe use of specific hazardous materials and/or equipment. A user will often be authorized to handle/use only specific materials in the lab.
 - Authorized Occupant--person authorized to be in a laboratory, but not trained to use particular materials/equipment in the lab.
 - Visitors--any other individual entering a laboratory.

What is a “Laboratory?”

A **laboratory** is any room or area outdoors where the academic use of hazardous materials and/or sources of hazardous radiations occurs.


A “hazardous material” is any material containing one or more of the following: **Biohazard, Hazardous Chemical,** or **Radioactive Material**. [Definitions in the Glossary of the Laboratory Safety Manual (LSM)].

A “Laboratory Hazard Class” is Assigned to Each Laboratory

- Laboratories are assigned a “Laboratory Hazard Class” based upon the magnitude and types of the hazards present in the lab and the complexity of operations.
- Laboratories are either Level I, Level II, Level III or Level IV. Levels of hazards increase with increasing number.



This training module is based on Part I of the University
Laboratory Safety Manual (LSM)

- It does not address the safety requirements imposed by the University Safety and Health Manual.
 - It addresses basic laboratory safety common to the safe use of any **hazardous materials/radiations**. See glossary for definitions.
 - **To become an Authorized User for work at Level I or II requires, in addition, specialized training based upon Part II, Part III, Part IV, Part V and/or applicable Class II information as needed for the work to be performed. See Lesson 10 page 13.**
 - ▶ **Note: To become Authorized Users at Level III or IV also requires training in the Laboratory Specific Safety Plan as specified in the Safety Authorization for the laboratory in which the work will be performed.**
 - ▶ **Note: The KUSP, LSM and USHM are available on the internet at <http://www.ehs.ukans.edu>**
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Note on Procedures as Stated in this Module

Sentences beginning with an imperative or a “should” always apply to an Authorized User and will also apply to Authorized Occupants (AO) if it is a procedure that does not involve the handling of materials or equipment for which the AO has not been trained.

- ▶ Note: In some slides, “The Authorized User shall:” is implied.
 - ▶ Note: Most Authorized Users will also be Authorized Occupants (trained to maintain their own safety in the presence of hazardous materials/equipment which they are not allowed to use or handle.)
 - ▶ Do you wish to go to the [Questions on Lesson 1](#) or on to [Lesson 2](#)?
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