

## LABORATORY SAFETY COMMITTEE

September 17, 2012

**TO:** All Laboratory Personnel

**FROM:** John Park, Laboratory Safety Committee

**SUBJECT:** September 10, 2012 Safety Committee Meeting Minutes

**Participants:** Edith Henderson, Magdi Ibrahim, Joe Jurgevich, Heather Morgan, Max Overman, John Park

### Laboratory CHP Revision 2012:

The final draft of the 2012 CHP revision was completed in early September, and submitted to the committee members for their review. Once final edits are made, the final draft will be sent to Steve Kaasa for final review.

There was discussion of several items that Magdi had noted in his review of the CHP:

- Visitors to laboratory: From a safety standpoint, the guidelines for checking in visitors and giving lab tours needs to be reviewed and updated. All visitors to the lab should sign in and sign out on the visitor's log (located in the front office). Lab tours, especially of groups larger than 3 people, should include notification of all lab units. In addition, tours should not go into areas where lab procedures are currently in progress (unless previously cleared with the chemists in the unit). Also, there are times when visitors enter at the loading dock entrance (check-in log for that entrance?)

From this discussion, it was decided that the following ideas could be implemented (but this issue will need to include further discussion with managers and supervisors): Post a sign at the check-in area that outlines hazards in the lab; put several new pairs of safety glasses at the check-in area (in a container to keep them dust-free); look into possibility of purchasing stick-on labels for visitors to wear while in the lab.

- Incidents that prevent employees from getting to the lab: this includes snow storms, hurricanes, or traffic issues (e.g., Reedy Creek Road blocked off by emergency personnel or police). The CHP is intended to deal with issues when employees are here at the lab (tornado; outside incident that prevents people from leaving the lab), so those issues will remain covered by the inclement weather policies.
- Snow and ice at lab: when there has been a snow storm or ice storm, and roads have been cleared enough for employees to drive to the lab, there has been a problem with getting the walkways at the lab cleared so that people can safely enter the lab. Two ideas suggested were to have more salt on hand at the lab, so that there is enough to clear the walkways at the east, north, and south entrances; and the possibility of having hand rails installed at the north and west walkways.

- Chemical hazards: guidance should include household chemicals; some cleaning solutions are hazardous and should be handled and disposed of properly. This will be noted in the CHP.
- Training: Magdi asked about lab employees attending safety seminars and training, so as to be more up to date on safety guidelines and procedures. Currently, CPR and first aid are offered by Steve Kaasa on a voluntary basis. Other training would have to be cleared with Kent, but could possibly include Hazmat and/or lab safety classes that are offered locally.

For the 2012 CHP revision, the following is a brief overview of changes and additions:

- Reviewed and made minor changes for accidents and incidents (section 4); forms listed are current as per the division safety webpage.
- Updated contacts in section 4.2 (division safety consultant is currently vacant).
- For section 10.3.5, moved HCl to acids and added section for organic solvents.
- Section 10.5 – added city water outage and noted which safety devices do not function when city water is off.
- Section 11.4, specified that disposable gloves are for short-term protection only.
- For autoclaves (section 18), reiterated that pressure should be 0 psi prior to opening the autoclave door. If there is an issue with pressure not reaching 0 psi, notify supervisor.
- For fume hoods (section 19.2), edited guidelines to update for new controls and to offer more guidance. Changed acceptance limit for face velocity to 80 to 120 fpm.
- Electron Capture Devices (section 21) – updated information and guidance for removal of ECD's, wipe tests, and license updates.
- Particularly Hazardous Substances (section 22 and table) – updated list of PHS's in the lab.
- Waste management (section 23) – updated guidance for solvent waste disposal.

#### Fume hoods:

Randy and Tam from ECT came to the lab on September 6<sup>th</sup> to conduct some preliminary tests of two of the Hamilton fume hoods located in the extractions room (G066). These tests were conducted to determine if the certified sash position could be adjusted to allow for more practical use. They found that the sash door could be positioned at about 21 inches above the base (bottom of sash is level with the gas control knob) and provide full fume containment. In addition, they found that the glass sash doors could be opened and provide full containment (although they would prefer that option to only be used for short periods of time). ECT will provide recommendations based on these tests; if the above sash options are chosen, the fume hoods will be re-certified and guidelines for quarterly hood tests will be updated.

Randy and Tam also provided training and discussion about use of the Hamilton hoods, the new alarm systems, and general info about fume hoods. Everyone in SV/Pesticides and Wet Chemistry were able to attend, and the information was very helpful. One group had the opportunity to observe the visual smoke test, which showed how the different parts of the hood retrofit help to improve containment.

At Joan's request, Randy and Tam looked at the counter-top hood in the Semi-volatiles lab. They felt that what we currently have in-house is not designed for full containment of solvent fumes, and recommended that this counter-top hood should be replaced by a new hood designed for our intended uses.

It was agreed at the meeting that a new velometer (preferably digital) should be purchased for use in the lab.

Cell phones in lab areas:

The issue of employees using cell phones in lab areas (especially while conducting tests and working with chemicals) was raised. It needs to be made clear to everyone that this is not acceptable; if an employee needs to answer or use their cell phone, they should leave the lab area.

Safety Audit:

This was not discussed at the meeting, but a lab safety audit was conducted on August 20 by Anne, John, and Max. This included the lab building and the modular building. There were two discrepancies noted (both of which have been rectified) as well as a few general comments. Overall, everything looked good and the results were submitted to Steve Kaasa. A hard-copy of the audit form is posted on the bulletin board that is across from the break room.

Note: the monthly safety committee meeting for August was cancelled.

A reminder to safety committee members: checks of the safety devices for each lab unit should be conducted and documented on a monthly basis. This includes eyewashes and drench hoses, safety showers, fire extinguishers, and smoke detectors. For fume hoods, please check each hood every three months with the velometer (located in John's office).

The next safety committee meeting is scheduled for October 1<sup>st</sup>, 2012 at 10:30 a.m. Minutes were prepared by Max Overman and John Park on September 13-14, 2012. MO/JP