



UC San Diego

Policy & Procedure Manual

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ENVIRONMENT, HEALTH & SAFETY

Section: 516-19

Effective: 07/03/2012

Supersedes: 05/01/1998

Review Date: 07/03/2014

Issuance Date: 07/03/2012

Issuing Office: [Environment, Health & Safety](#)

LABORATORY SAFETY

I. REFERENCES

A. California Regulations

1. Title 8, California Code of Regulations, Division of Occupational Safety and Health, General Industry Safety Orders
2. Title 26, California Code of Regulations, Department of Health Services
3. California Building Code
4. Title 24 California Fire Code

B. California Health and Safety Code

C. University of California Policies and Procedures

1. PPM 516-3 Biosafety <http://blink.ucsd.edu/menu/bio>
2. PPM 516-5 Chemical Safety <http://blink/go/menu/chemicals>
3. PPM 516-5.1 Chemical Safety - Carcinogens
<http://blink.ucsd.edu/go/carcinogens>
4. PPM 516-10.7 Environmental Sanitation - Waste Disposal
<http://blink.ucsd.edu/menu/hazwaste>
5. PPM 516-11 Fire/Life Safety Program <http://blink.ucsd.edu/go/firesafety>
6. PPM 516-12.2 General Safety - Non-Structural Seismic Hazard Reduction
7. PPM 516-12.3 General Safety - Shops, Vivaria and Building Operations
8. PPM 516-22 Radiation Safety <http://blink.ucsd.edu/menu/rad>

II. POLICY

Academic research and teaching laboratories are unique and complex workplaces where a wide variety of potential hazards exist either resulting directly from the work conducted or the tools used to conduct that work. It is the policy of the University of California, San Diego (UCSD) to provide and maintain a safe environment for its students, academic appointees, staff, visitors, and surrounding communities. And, that all laboratory research and teaching involving chemical, physical, and biological hazards will be conducted in a safe and responsible manner.

It is the intent of this policy to prevent accidents, injuries and occupational exposures or disease in the laboratory, to help each member of the UCSD community to maintain a safe and healthy

laboratory, and to help ensure compliance with government health and safety regulations applicable to laboratories.

The UCSD Laboratory Safety program reviews compliance with, UCSD Health and Safety procedures (Biosafety, Radiation Safety, Laser Safety, Chemical Safety and Controlled Substances). These are published as a series of web pages and safety manuals that shall serve as the basic guidance and generally accepted practices for safety in the laboratory at UCSD. All work in the laboratory shall be conducted in a safe and responsible manner. Related safety activities requiring committee authorizations (e.g., the preparation of Radiation Use Authorizations, the preparation of Biohazard Use Authorizations) shall be completed responsibly and with diligence. Failure of laboratory staff and students to follow safety instruction from the Principal Investigator or supervisor may result in restriction of laboratory activities up to and including a prohibition of performing any laboratory activities.

The Office of Environment, Health and Safety (EH&S) shall perform a Safety Assessment of the laboratories through periodic safety inspections of each laboratory. Safety inspections will be conducted at least biennially (more frequently when required by hazard assessment or compliance issues) or when requested. All laboratories shall be reviewed as required by relevant safety, health and environmental regulations. Reviews shall be conducted by representatives of the Research Safety Division (RSD) of Environment, Health and Safety (EH&S).

III. RESPONSIBILITY

A. Departments, Deans, Chairs, Directors

- a. Appoint a Department Safety Officer (DSO) to facilitate the flow of health and safety information and programs from EH&S to the department.
- b. Ensure UCSD's Injury & Illness Prevention Program (IIPP) requirements for departments are met.
- c. Follow up on EH&S safety violation(s), noted in their respective areas.
- d. May establish a department/unit safety committee.

B. Principal Investigator, Supervisors

- a. Each person in a supervisory or management capacity is responsible for adherence with the applicable policies, practices, and procedures. The provision and maintenance of safe working conditions in his/her respective area, and for ensuring that all authorized and applicable safety precautions and guidelines are followed. This responsibility extends to all aspects of laboratory work involving all individuals who enter or work in the Principal Investigator's (PI) laboratory or collaborate in carrying out the PI's research. Although the PI may choose to delegate aspects of the Laboratory Safety Program in his or her laboratory to other laboratory personnel or faculty, this does not absolve the PI from the ultimate responsibility. The PI remains accountable for the safety of all people and activities occurring in his/her lab.
- b. Ensure that all employees, postdoctoral fellows, visiting scientists, students and volunteers are fully trained on workplace hazards.
- c. Responsibility for knowing how to safely accomplish the tasks assigned to each employee/student, for purchasing appropriate personal protective equipment (PPE) and for evaluating employee compliance.
- d. Document and maintain employee training records.
- e. Must take immediate corrective action to mitigate hazards in the work place. A written response for all violations found during a EH&S safety inspection is required within 10 days of receiving the EH&S report.

- f. Report all Laboratory accidents to EH&S immediately.

C. Individuals

- a. Everyone who is employed by, a student of or a visitor to the University must assume and, by their action, demonstrate primary responsibility for his or her own safety. Each employee and student is personally responsible for complying with applicable safety precautions and guidelines. Also, each employee and student is responsible for using any safety equipment that is provided or required.
- b. Follow applicable policies, practices, and procedures set forth in the UCSD Safety Manuals (Laser, Radiation, Biosafety, and Chemical Hygiene Plan) and web pages.
- c. Use provided safety equipment, and personal protective equipment when in research laboratory spaces (at a minimum, safety eye wear, lab coat or gown, gloves, closed-toed shoes.)
- d. Report unsafe or hazardous situations immediately to supervisor.
- e. Report all injuries or accidents to supervisor.
- f. Participate in all required safety trainings.
- g. Follow campus hazardous waste disposal and spill procedures.

D. Environment, Health & Safety (EH&S)

- a. EH&S is responsible for assisting departments in implementing EH&S safety programs. Assisting includes, but is not limited to, assessing hazards, conducting safety training, performing inspections, developing safety documents, and investigating reports of unsafe conditions.
- b. Inspect laboratories at a determined frequency, with a written report going to the PI, Area Safety Coordinator, and Department Safety Officer. Yearly summary reports of deficiencies found during inspections will be generated to assist Departments and Vice Chancellors in evaluating their areas safety programs.
- c. Corrective action reply's will be reviewed and evaluated to determine appropriate closure or follow up.