



College of Veterinary Medicine Policies and Procedures Handbook

Subject: ***Personal Habits and Safe
Operating Practices***

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Personal Habits and Safe Operating Practices

All areas of the college have some inherent safety concerns due to chemical and biohazardous (infectious) agents, in addition to such common safety concerns as electrical shock, trip hazards, and exposure to fire or heating elements. The purpose of the following list is to provide common sense measures as precautionary practices for safety. Our aim is accident prevention and guarding the health of our personnel. Please ensure that those working in affected areas of the college, e.g., laboratories (teaching, research and diagnostic) and throughout the Animal Health Center, implement these practices. (This is not an all inclusive list of safety guidelines or concerns, appropriate safety measures must be taken in all situations.)

- Food, candy, and beverages are to be stored *outside* animal holding and treatment areas and laboratory areas, and consumed in designated areas, such as the cafeteria and break rooms. Contiguous spaces, for example hallways, are not designated spaces for consumption of food, candy, and beverages.
- Testing of samples or chemicals by taste is forbidden, and caution should be exercised when testing chemicals based on odor.
- Laboratory coats, gloves, masks, and other protective apparel must not be worn outside laboratory spaces, except when in surgical scrubs, clean lab coats must be worn to cover.
- Hand washing is required after removing protective gloves and after returning to the laboratory from rest rooms, or from other outside areas.
- Personal items, such as coats, hats, umbrellas, and purses, are to be stored in lockers outside the lab or at some designated location immediately inside the lab. These items should not be carried through the laboratory.
- Persons with long hair are required to tie it in back or cover their heads with some form of cap in the labs or working with animals.
- Beards are discouraged or should be cut short.

- Desk tops must be kept free of clutter and unnecessary paper, chemicals and equipment.
- Aerosols are to be used in hoods and not at bench areas.
- Cleansing tissues (Kleenex) rather than handkerchiefs should be used when necessary for personal purposes.
- The use of pipette filling bulbs is required for all pipette use.
- Protective safety glasses are required to be worn in any potentially hazardous situation.
- Face shields are required when potential spill, splatter, or impact conditions may occur.
- Appropriate warning signs must be used when hazardous conditions may occur.
- All chemical and biological storage containers must be labeled; unlabeled and out-of-date bottles should be automatically discarded.
- Separate, covered waste containers are to be provided for paper, broken glassware, and biohazardous substances, and special arrangements are made for the disposal of solvents and other hazardous wastes. Waste containers should be labeled indicating the materials that should be disposed in the container.
- Used glassware must be emptied of solutions and solvents and rinsed with water before being released for regular cleaning, and if special instructions for cleaning are necessary, cleanup personnel must be informed.
- Chipped and cracked glassware must be destroyed.
- All laboratory procedures are to be reviewed for possible safety problems.
- Safety shields are required around high-vacuum or high-pressure reactions.
- Ongoing reactions must be attended at all times (use common sense).
- Gas cylinders are to be secured at all times (including transportation).
- Laboratory visitors should be restricted. If persons are allowed in the laboratory, they must be accompanied by a member of the staff and provided with eye and head protection, as necessary.

Good housekeeping, i.e., cleanliness, is important for reducing laboratory risks and hazards. Accident reports are required for all accidents in which there is injury or potential injury.

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8/19/11

Date