

Chapter 10: LABORATORY EMPLOYEE TRAINING AND INFORMATION PROGRAMS

Each Department must make health and safety information for each chemical (or hazard class of chemicals) currently being used in the lab readily available to all laboratory employees during working hours. This is done by ensuring employee access to Material Safety Data Sheets and other reference texts on chemical health hazards, fire hazards, reactivity hazards, physical properties (vapor density, vapor pressure, lower and upper explosive limits, etc.).

Employees must have access to a copy of the OSHA Laboratory Standard and its appendices, as well as a list of OSHA Permissible Exposure Limits (PEL) and/or ACGIH Threshold Limit Values (TLV).

Training

All employees of Lehman College including faculty, graduate student teaching assistants, postdoctoral researchers, College Laboratory Technicians, maintenance and custodial employees who may come in contact with the laboratory environment, must attend a laboratory employee training session provided by the CHO at the time of initial employment and each year thereafter to be made aware of their rights and responsibilities under the OSHA Laboratory Standard, and about standard operating procedures for working with chemicals.

Training Program Elements

Several 1-2 hour training sessions will be conducted throughout the year by the CHO. Specific focus and length for the training sessions is determined by the CHO in conjunction with departmental representatives. Training will be conducted in groups.

The times and locations for these sessions are announced via a general College-wide mailing.

Attendance records for these sessions will be maintained by the CHO. The training session will cover the following material:

- The OSHA Laboratory Standard
- Chemical Hazards in the Laboratory
- Determining the Presence of Hazardous Chemicals
- Hazard Warning Labels
- Control Measures and Personal Protective Equipment
- Material Safety Data Sheets and Other Reference Materials
- Directing Complaints
- Hazardous waste management
- Emergency procedures

Additional Training and Hands-On Instruction

At the request of department chairs or supervisors, the CHO will conduct hands-on-training in:

- Proper use of fume hoods and/or other local exhaust systems and assessment of hood performance;

- Use of emergency showers and eyewash stations;
- Location and use of spill control equipment.

The following materials will be distributed in each training program:

- Laboratory Standard Fact Sheet;
- List of Key emergency telephone numbers including CHO and Union;
- Sample MSDS and Fact Sheet on MSDS instructions.

Record Keeping

The CHO will maintain records of all laboratory training sessions, including written outlines, handouts, sign-in sheets, course date and the number of hours participants attended. The CHO, in conjunction with institutional administration, will assure that at least one copy of records of all training is maintained in a single, central location (EH&S Office, Music building, room B37A).