

## Chemical Hygiene Plan Training Checklist

Chemical Hygiene Plan Training should be conducted by the Principal Investigator or Area Supervisor and must cover all the Laboratory Specific requirements and Standard Operating Procedures of the Lab Specific Chemical Hygiene Plan.

CHP Training may replace the Department Annual Safety Training provided all topics for Department Annual Safety Training are covered.

Training must be conducted (and documented) upon initial assignment and must be updated whenever new hazards arise, and whenever the Chemical Hygiene Plan or procedures are changed. CHP retraining must also be conducted whenever an employee demonstrates that training was not understood (i.e., fails to follow safety precautions). *NOTE: Annual training is required if this CHP is also used to conduct the Department Annual Safety Training.*

<b>A.</b>	<b>General Items</b>
	Complete the Annual Basic Safety Training
	Complete the Department Annual Safety Training
	Location and definition of Chemical Hygiene Plan
<b>B.</b>	<b>Emergency Action Plan (EAP)</b>
	Location and definition of EAP
	Location and use of the phones in an emergency (911)
	Locate and explain the emergency pathways map for your building
	Locate the fire extinguishers and explain use
	Only trained personnel are allowed to use a fire extinguisher
<b>C.</b>	<b>Fire Emergency</b>
	Explain what to do if there is a fire in the laboratory
	Verbally warn others in your vicinity
	Location and use of Fire Alarm Pull Boxes (if applicable)
	Turn off equipment, close hood sashes and doors behind you if you have time
	Never use the elevator
	Call 911 from a safe location
	Explain what a rally point is and where it is located
	Do not leave the rally point or reenter the building until told to do so
	Explain what to do if the fire alarm goes off
	Turn off equipment, close hood sashes and door behind you if you have time
	Never use the elevator
	Proceed to the rally point
	Do not leave the rally point or reenter the building until told to do so

<b>D.</b>	<b>Personal Injury</b>
	Explain what to do if someone is injured
	Do not attempt to help the victim unless you have received proper first aid training
	Call 911, explain who you are, where you are located, and the situation
	Explain what to do if you discover blood or other body fluid
	Do not attempt to clean it up
	Call 911 and inform the dispatcher of your situation
	If an employee comes in contact with blood or other body fluid, they shall report it to their supervisor immediately
	Location of first aid kits
	Should only be used for small, personal injuries, unless you have been properly trained in first aid procedures
<b>E.</b>	<b>Chemical Spills</b>
	Explain what to do in case of a chemical spill
	Explain the difference between an emergency and non-emergency chemical spill
	Discuss the "factors to be considered" when determining whether or not you are unable to clean a chemical spill
	Show location of the chemical spill kit
	Explain how to properly use the chemical spill kit and what are the limitations of the kit
	Explain that if you are unsure how to clean up a spill, that you should call 911 without any detrimental consequences
	Explain what to do if a chemical is spilled or splashed onto any part of the body
	Location and use of the safety shower (15 mins.)
	Location and use of the eyewash (1 5 mins.)
	Call 911 and/or yell for help
	Report all chemical spills, emergency and non-emergency, to the Safety and Environmental Management Department
<b>F.</b>	<b>"Right to Know"</b>
	Location of Safety Data Sheets (SDS)
	Explain what a SDS is and what information can be obtained from one
	List and explain the chemicals' physical and health hazards that are stored in the Laboratory
	Explain how to detect the presence or release of hazardous chemicals
	Discuss any area-specific accident prevention signs or tags
<b>G.</b>	<b>Chemical Procurement</b>
	Always purchase the minimum amount of chemical necessary
	Use less toxic, alternative chemicals whenever possible
	Upon receiving the chemical, check to ensure that the container is intact and in good condition. The bottle must be properly labeled and either a SDS came with the chemical or one is already on file.
	All chemicals must be shipped by persons trained in DOT regulations. Check with the Safety and

	Environmental Management Department prior to shipping any chemicals
<b>H.</b>	<b>Chemical Handling</b>
	When transporting chemicals from one lab to another, use a transport bucket and proper caution.
	All chemicals that are transported from one lab to another, shall be in a container which is properly sealed.
<b>I.</b>	<b>Chemical Storage</b>
	Explain the chemical storing system, including the hazards of incompatible chemicals, lack of secondary containment, and consequence if the chemicals are not stored properly.
	Explain that all chemicals should be properly labeled
	All secondary containers shall be labeled using the NFPA numbering system
	Explain the J. T. Baker color coding system
	Never store more chemicals than what you can use in one year
	All chemicals must be stored in a sealed container; flasks and beakers with Aluminum Foil around the top is insufficient
	Compressed gas cylinders shall be secured to prevent them falling over
	Quantities of flammable liquids over 10 gallons must be stored in a flammable cabinet or a safety can.
<b>J.</b>	<b>Chemical Disposal</b>
	The Environmental Health and Safety Department will determine what is and is not hazardous waste.
	Only a limited number of chemicals are allowed to be poured down the drain.
	Very small amount and/or diluted acids or bases may be poured down the drain if they are properly neutralized and diluted prior to pouring them down the drain.
	Inorganic compounds may be dissolved in water and disposed of down the drain, provided they do not contain any heavy metals or toxins.
	All other waste must be stored in a Satellite Accumulation Area (SAA) until the Safety and Environmental Management Department is notified to remove it from the laboratory.
	Keep separate containers for incompatible kinds of waste (e. g. acids & bases)
	All waste must be kept in secondary containment and incompatible waste must be stored in separate secondary containment.
	All waste must be properly labeled "Hazardous Waste" and all contents must be displayed.
	All containers must remain sealed, unless there is a potential danger of gas formation.
	Each site must be inspected each working day by a responsible individual. A form confirming the inspection must be signed and kept adjacent to the SAA.
	Only one container of each type of waste may be stored in a SAA.
	Once a container is full, it must be removed from the area and transferred to a Waste Storage Area within 72 hours.
<b>K.</b>	<b>Personal Protective Equipment (PPE)</b>
	Explain what is PPE and where is it located in the laboratory
	Show how and when to use the PPE
<b>L.</b>	<b>Chemical Fume Hoods</b>
	Explain when and how to use a fume hood

	Never place any part of your body except your hands and arms in a hood
	Always check the face velocity of the food hood with a "Kimwipe" to ensure that the hood is working
	Do not store chemicals or hazardous waste in a fume hood unless that hood is deemed "For Storage Only"
	Try to do all chemical work in the fume hood
	Keep the sash as low as possible, but never above the designated line.
	Keep the chemical fume hood uncluttered
<b>M.</b>	<b>Other Laboratory Rules</b>
	Avoid working alone in a laboratory, especially at night or on weekends. If you absolutely must do so, be sure that a friend or colleague knows where you are and when you are expected to finish you work.
	Absolutely NO food or drink may be stored or consumed in the laboratory.
	No smoking or chewing tobacco in the laboratory.
	Children and pets should not be allowed in laboratories.
	The laboratory is to be kept clean and well organized. Access to the exit shall be maintained at all times.
	No open-toed shoes are allowed in the laboratory.
	Shorts, skirts, and dresses are not recommended.
	Long hair (beyond shoulder length) shall be pulled back or confined.
	Neckties, loose flowing garments, and scarves should be confined or avoided as they may easily pick up chemical spills or trail through the burner flame.
	Eye protection shall be worn while any work that could potentially cause an eye injury is being performed.
	Do not leave the lab while wearing protective gloves. Contaminants on the gloves can easily be transferred to doorknobs, telephones, and other common objects.
	Eyewashes and drench showers should be immediately accessible, within 100' and within 10 seconds of travel time.
<b>N.</b>	<b>Other</b>
	Review and explain any laboratory specific procedures that the new employee will be performing.
	Review and explain any unique pieces of equipment that will be used.
	Review any other hazards that were not covered (i.e. Lasers, Radiation, etc.).