

**UNIVERSITY of HOUSTON**  
**MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Safety**  
**AREA: Safety Administration**

**Number: 06.02.03**

<b>SUBJECT: Laboratory Safety Program and Corresponding Safety Manuals</b>
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**I. PURPOSE AND SCOPE**

The purpose of this document is to inform the University of Houston, faculty, staff and students of the Laboratory Safety Program (LSP) and the university's safety manuals. This document applies to all persons who visit, work, perform research, or receive an education at the university.

**II. POLICY**

It is the university's policy to comply with safety-related regulations that govern the university's operations, and to protect the safety of the university's faculty, staff and students. The Environmental Health and Safety Department (EHS) develops safety-related policies and programs to accomplish this objective.

**III. RESPONSIBILITIES**

Many of the university's safety policies are incorporated into the safety manuals that are posted on the EHS website at <http://www.uh.edu/ehs>. The university's safety policies are designed to facilitate compliance with regulations and enhance the safety of the university community. Compliance is generally mandatory to achieve the expected high level of safety and regulatory responsibility for the university as detailed in the safety manuals. The LSP and corresponding safety manuals are the primary tools used to accomplish this objective.

**IV. LABORATORY SAFETY PROGRAM**

There are over 800 laboratories on campus. Many of these laboratories have chemicals, biological agents, radioactive materials, controlled substances or equipment that may pose a hazard to faculty, staff and students working in the laboratories. The EHS addresses these potential hazards by developing safety practices and policies that are catalogued in several safety manuals. In addition, EHS audits compliance with these policies and provides a number of other services to assist the laboratory workers maintain a high level of safety in the laboratories. While the LSP focuses on laboratories as a primary function, this program also serves as best practices for non-laboratory operations.

**V. SAFETY MANUALS**

The majority of safety policies are organized in manuals posted on the EHS website.

**A. Hazardous Waste Manual**

The Hazardous Waste Manual contains the documentation used in the Hazardous Waste Program. The purpose of the program is to ensure that university faculty, staff, students and visitors comply with applicable hazardous waste regulations in disposing of hazardous waste, as well as other regulated waste (biological, grease, non-hazardous

industrial solid waste, etc.), from around the campus. The program applies to all waste except general refuse (i.e., general trash dumpsters) generated on campus. Hazardous waste as defined by the [Environmental Protection Agency](#) is highly regulated from “cradle to grave” and compliance with these regulations is crucial to the university.

B. Biological Safety Manual

The Biological Safety Manual contains the documentation used in the Biosafety Program. The purpose of the program is to promote safety through the proper management of potentially hazardous biological materials and to comply with federal and state regulations regarding the use of biohazardous materials in the research and teaching laboratory. The manual contains a description of the program with all the policies, responsibilities, and requirements for working with biological materials such as recombinant DNA molecules, potentially hazardous microorganism, biological toxins and blood-borne pathogens. In addition, this manual contains helpful information for the day to day management of a safe and compliant laboratory.

C. General Laboratory Safety Manual

The General Laboratory Safety Manual contains the documentation used in the General Laboratory Safety Program. The manual is intended to be the cornerstone of the safety program designed to aid faculty, staff and students in maintaining a safe environment in which to teach, conduct research, and learn. A variety of hazards exist in the laboratories at the university. The risks associated with these hazards are greatly reduced or eliminated if proper precautions and practices are observed in the laboratory. To manage these risks, and in response to a heightened concern for safety in the workplace, the university has developed this General Laboratory Safety Manual.

D. Safety Manual

Safety policies that cannot be grouped into subject-specific manuals are maintained in the Safety Manual. The manual contains various policies including subjects such as entry of confined spaces, hazard communications and reproductive health.

E. Radiation Safety Manual

The Radiation Safety Manual contains the documentation used in the Radiation Safety Program. The objective of the Radiation Safety Program is to assist all levels of management in fulfilling the commitment at the university to provide a place of employment and learning which is as free as possible from recognized radiation hazards. The purpose of the Radiation Safety Manual is to assist personnel, students and management in complying with the state radiation regulations and the Radiation Safety Program. This Radiation Safety Manual is not intended to be an exhaustive or fully comprehensive reference, but rather a guide for Principal Investigators and Authorized Users. The Radiation Safety Manual is an enforceable component of the Radioactive Material Broad Scope License and Radiation Producing Devices Registrations under which the university is authorized.

## F. Chemical Hygiene Plan

The Chemical Hygiene Plan contains the basic guidelines of the Chemical Safety Program. The purpose of this Chemical Hygiene Plan is to define work practices and procedures to help protect students, laboratory workers, researchers, and supervisors at the university from health hazards associated with the use of hazardous chemicals. The Chemical Hygiene Plan is consistent with the [U.S. Department of Labor Occupational Safety and Health Administration \(OSHA\)](#) standard entitled "Occupational Exposures to Hazardous Chemicals in Laboratories" (Code of Federal Regulations, [29 CFR 1910.1450](#)) and the Texas Hazard Communication Act ([Chapter 502](#) of the Texas Health and Safety Code).

## VI. REVIEW AND RESPONSIBILITY

Responsible Parties: Assistant Vice President for Public Safety and Security

Review: Every three years, on or before June 1

## VII. APPROVAL

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Executive Vice President for Administration and Finance

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President

Date of President's Approval: November 24, 2010