



# Administrative Procedure

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**Subject:** LABORATORY SAFETY COMMITTEE

1.0. PURPOSE:

To establish a safe and responsible laboratory (lab) safety program at California State University, Los Angeles (Cal State LA) that is in compliance with applicable federal, state, and local regulations. In addition, the Laboratory Safety Committee (LSC) shall foster a cooperative working and learning environment for the acquisition, use, storage and disposal of hazardous materials.

2.0. ORGANIZATION AFFECTED:

All organizational units of the University, including auxiliary organizations and high schools on campus that handle hazardous material in a lab setting as well as hazardous waste generators. Additional organizations affected shall include those involved with the repair, maintenance or service of any machine, equipment, lab or space that by virtue of location or use may represent a legitimate concern for issues associated with exposure to hazardous materials, or any entity charged with the provision of services to any location posted with any type of hazardous material/waste sign, label, or other notification indicating the presence of hazardous materials.

3.0. REFERENCES:

- 3.1. [California Health and Safety Code, Division 20, various chapters.](#)
- 3.2. [California Code of Regulations, Title 8, Division 1, Chapter 4, Subchapter 7, Sections 3203, 3221, 3380, 5154.1, 5191, and 5194.](#)
- 3.3. [U.S. Environmental Protection Agency Regulations, Title 40, Code of Federal Regulations, Chapter 1.](#)
- 3.4. [U.S. Department of Labor, Title 29, Code of Federal Regulations, Part 1910.](#)
- 3.5. [Regulations of Other Miscellaneous U.S. Government Agencies, Code of Federal Regulations, Title 46.](#)
- 3.6. [Title 49, Code of Federal Regulations, Parts 105.5., 172.101., 173.2., and 173.2a.](#)

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

#### 4.0. POLICY:

The LSC will assist in the formulation of policies and procedures governing the use of hazardous materials, maintain surveillance as to the operational status and methodologies of the lab and chemical safety programs and all labs using hazardous materials, and perform other duties as needed so as to ensure the protection of all staff, faculty, students and visitors as well as University resources and reputation.

#### 5.0. DEFINITIONS:

- 5.1. Laboratory Safety Committee - The LSC, is comprised of nine (9) members as follows. The Director of Risk Management and Environmental Health (RM/EHS) shall be a non-voting member.
- 5.1.1. The Director, RM/EHS (non-voting member).
  - 5.1.2. The Chemical Safety Officer (CSO).
  - 5.1.3. The Biosafety Officer/Hazardous Material Technician.
  - 5.1.4. Six (6) faculty members with current lab assignments from the following areas of instruction/research:
    - 1. Physics and Astronomy (1 member)
    - 2. Chemistry and Biochemistry (2 members)
    - 3. Biology and Microbiology (1 member)
    - 4. Engineering, Computer Science, and Technology (1 member)
    - 5. Health and Human Services (1 member)
- 5.2. Chemical Hygiene Plan (CHP) - Established to minimize exposure of lab personnel to health and physical hazards presented by hazardous chemicals used in labs at CSULA, and to comply with the requirements of the California Code of Regulations, Title 8, Section 5191. The CHP also covers emergency response procedures.
- 5.3. Hazardous Material - A substance or material that is capable of posing an unreasonable risk to health, safety, and property. The term includes hazardous substances, hazardous wastes, elevated temperature materials, materials designated as hazardous in the 49 CFR 172.101. Hazardous Materials Table, and materials that meet the defining criteria for hazard classes and divisions in 49 CFR 173.2 and 173.2a.
- 5.4. Personnel Protective Equipment (PPE) - Equipment worn to minimize exposure to a variety of hazards. Examples of PPE include such items as lab coats, gloves, foot protection (steel-toed shoes), eye protection (safety glasses or goggles), protective hearing devices (earplugs or muffs), hard hats, respirators, fall protection harnesses and others.
- 5.5. Physical Hazards - Substances, equipment or activities that can threaten physical safety. Physical hazards can include but are not limited to: impact (falling objects), fall hazards, extreme pressures, temperature extremes (heat/cold), radiation (ionizing and non-ionizing), noise, vibration, electrical, light (optical), welding, cutting, and brazing.

- 5.6. Student - An individual enrolled in an academic class.
- 5.7. Supervisor/Principal Investigator (PI) - A professor who may have authority to select lab personnel, evaluate performance, direct work assignments, apply progressive discipline and direct resources to correct identified safety issues. For purposes of this administrative procedure, this includes a PI or a project manager. Unless specified in writing, the default supervisor in lab/technical areas is the PI. Supervisors are responsible for conducting and documenting the lab safety training needs assessment or reviewing and approving the assessment if conducted by others. They also are responsible for ensuring their lab personnel receive the required training on hazardous material usage and personal protective equipment usage as well.
- 5.8. Use or Storage - Includes those operations where workers are directly manipulating hazardous materials, adjacent to or in proximity to a hazard or in areas where there is a reasonable risk of exposure. Reasonable risk of exposure includes all activities identified in the hazard assessment that pose an exposure risk to the worker.
- 5.9. Laboratory (Lab) Personnel - Any individual who actively performs work functions with hazardous materials or equipment in a lab/technical area. Lab personnel may be a faculty, staff, resource manager, lab technician, student worker or volunteer assisting in a non-academic class, or a visitor/visiting scholar. Individuals who only passively participate in tours, lectures & conferences are excluded. Lab personnel are responsible for knowing and completing all required training for areas in which they work or enter, and for informing others in the area of these requirements and reporting unsafe conditions to the supervisor or RM/EHS.
- 5.10. Valid vote - The result of the voting process by the LSC where the decision rendered by such a vote was by simple majority, a quorum was present, and membership had sufficient time to review relevant information pertaining to voting decisions.
- 5.11. Quorum - The minimum number of committee members that must be present at the time of any vote, for the results of a vote to be considered valid. For this committee, a quorum shall be considered to be a minimum of five (5) voting members.
- 5.12. Vote, voting - Any ratification or refutation of any properly motioned item before consideration of the committee, whereby such an item for consideration has been properly submitted and the committee has a quorum present to render, by vote, a binding decision. Alternate voting methods such as "proxy votes" and "votes in absentia" or any other vote which does not require the physical presence of the voting member shall not be valid.
- 5.13. Term of Appointments - An appointment to the LSC shall be for a period of three (3) years. Members may be reappointed and there are no restrictions or limits on the number of terms.
- 6.0. RESPONSIBILITIES:
- 6.1. The President will:
- 6.1.1. Ensure that all policies and procedures related to lab safety are implemented and followed.

- 6.1.2. Ensure that proper notification of delegation of authority is issued.
- 6.1.3. Delegate the administration of the lab safety program to the Director, RM/EHS.
- 6.2. The Office of RM/EHS shall implement lab safety on campus, inclusive of the oversight of all users of hazardous materials as well as hazardous waste generators.
- 6.3. The Director, RM/EHS shall be responsible for the review of University policies and procedures related to chemical safety.
- 6.4. The CSO shall:
  - 6.4.1. Develop and operate the CHP and ensure that waste disposal is in conformance with University policies and applicable government regulations.
  - 6.4.2. Refer to the LSC on matters requiring the approval of the committee.
  - 6.4.3. Serve as a full voting member of the LSC.
  - 6.4.4. Serve as the secretary of the LSC and maintain minutes of all committee meetings or appoint a designee to perform such functions.
  - 6.4.5. Have general oversight of all lab related activities, including both personnel and environmental monitoring.
  - 6.4.6. Inspect all fume hoods used for experiments annually or as requested/needed.
  - 6.4.7. Assist with the training of lab personnel on lab safety.
  - 6.4.8. Oversee the hazardous material waste disposal program and all documentation related to disposals and off-site transfers of hazardous waste.
  - 6.4.9. Supervise/implement emergency response efforts as required.
  - 6.4.10. Conduct lab audits and report findings and concerns to the lab personnel and to the LSC.
  - 6.4.11. Coordinate the preparation of the Chemical Safety Annual Report.
- 6.5. The LSC is responsible for ensuring that any individual working with hazardous material or any individual whose work is in the vicinity of a hazardous material, shall without exception, have sufficient training and experience to enable them to perform their duties in a safe manner. The LSC also shall be charged with the following:
  - 6.5.1. Review all incidents and the LSC administrative procedures periodically to determine whether all activities are being conducted safely and in accordance with University policies and applicable government regulations. Reviews may include results of California inspections, written safety procedures, and management control systems.

- 6.5.2. Recommend remedial actions to correct deficiencies identified during lab audits.
- 6.5.3. Maintain minutes of all committee meetings, actions, recommendations, and decisions.
- 6.5.4. Ensure that RM/EHS chemical safety resources are adequate for performing tasks and duties for which it is responsible.
- 6.5.5. Convene regularly scheduled meetings, not less than once each quarter, and maintain accurate records of all actions resulting from such meetings.
- 6.6. Facilities Services and Facilities/Planning & Construction will:
  - 6.6.1. Ensure that all appropriate staff are properly educated and trained in the recognition of signs, labels, and symbols indicating hazardous materials and wastes.
- 6.7. Shipping and Receiving will:
  - 6.7.1. Ensure that all shipments of hazardous materials arriving at the University will be properly handled and promptly notify the RM/EHS of any issues or concerns.
  - 6.7.2. Ensure that all appropriate individuals have proper instruction as to procedures to be followed in the event any shipment of hazardous material arrives damaged or other such condition where the package may be suspected to be contaminated or leaking hazardous material.
  - 6.7.3. Ensure that all appropriate individuals have adequate training in the recognition of hazardous material signs, labels, and other shipping information so as to maintain an appropriate level of care and concern when delivering or working in the vicinity of such labeled items.
- 6.8. The Deans of the Colleges of Engineering, Computer Science, and Technology, Health and Human Services and Natural and Social Sciences will:
  - 6.8.1. Be responsible for appointing faculty from their respective colleges to the LSC.
  - 6.8.2. Promptly appoint replacement membership in the event any appointed member is unable, for any reason, to fulfill the obligations of attending meetings.
  - 6.8.3. Notify all appointees by formal letter of appointment with copies to the CSO.
- 7.0. PROCEDURES:
  - 7.1. Meetings
    - 7.1.1. The LSC shall meet as often as necessary to conduct business, but in no event shall meetings be less frequent than once per quarter.

## 7.2. Items for Consideration

- 7.2.1. All items for consideration are to be submitted to the CSO at least five (5) business days prior to the next regularly scheduled LSC meeting.
- 7.2.2. The CSO will either act on the items and report such actions to the committee or refer the items to the LSC for consideration.

## 7.3. Chemical Safety Annual Report

- 7.3.1. The CSO will coordinate the preparation of the Chemical Safety Annual Report.
- 7.3.2. The report shall summarize chemical safety activities of the prior fiscal year and outline goals and objectives for the upcoming fiscal year.
- 7.3.3. The report shall be submitted to the LSC for review and editing no later than July 1<sup>st</sup> of each year.
- 7.3.4. The LSC shall submit the report to the Director, RM/EHS no later than September 1<sup>st</sup> of each year.

## 7.4. Committee Actions

- 7.4.1. The LSC shall maintain exclusive authority for the development, coordination and implementation of sound lab safety procedures. Recommendations of the LSC will be submitted to the appropriate dean for action.

## 7.5. Training

- 7.5.1. Before any lab personnel are granted unescorted access to lab/technical areas, they shall successfully complete lab safety training as offered by RM/EHS.
- 7.5.2. Refresher training for lab safety will be provided at a minimum of every three (3) years for all lab personnel, as needed. More frequent refresher training requirements will be at the discretion of the CSO and individual PIs.
- 7.5.3. All required safety training shall be completed and documented for all lab personnel. All reasonable efforts shall be made to complete required training before the individual begins work with the hazardous material, process or equipment in question.
- 7.5.4. Training records shall be maintained for a minimum of three (3) years after the lab personnel leave the University. In the event of an accident, records shall be retained for three (3) years from the date of the accident or five (5) years after the lab personnel leave the University.
- 7.5.5. Training records shall include at a minimum: the full name of the individual trained, full name of the individual(s) providing the training for instructor-led training, date of the training, and a brief description of the training topics covered.

8.0. APPENDICES:

8.1. [CSULA Laboratory Safety Checklist.](#)