

Laboratory Safety Manual

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- I. Emergency Procedures**
 - a. Laboratory Contact Information
 - b. Location of Laboratory Emergency Equipment
 - c. Laboratory Hazard and Evacuation Maps
 - d. University Emergency Procedures

- II. University Policies and Procedures**
 - a. Rice University Laboratory Safety Policy and Procedures
 - b. Rice University Policy on Visitors and Minors in the laboratory

- III. Laboratory Specific Operations**
 - a. Research and Hazards Overview
 - b. Program Safety Manuals –Based on the research and hazards overview, place the applicable safety plans in this section of the Laboratory Safety Manual.
 - i. Chemical Hygiene Plan*
 - 1. Standard Operating Procedures --These procedures must be developed and maintained as procedures and hazards change. Place a copy of all relevant SOPs in this section of the Laboratory Safety Plan.
 - 2. Location of Material Safety Data Sheets
 - 3. Inventory of Particularly Hazardous Substances
 - 4. List of Operations/Protocols That Require Supervisor Authorization
 - ii. Rice University Biosafety Manual*
 - iii. Rice Bloodborne Pathogen and Exposure Control Plan*
 - iv. Rice University Laser Safety Manual*
 - v. X-Rays/Radiation Safety Procedures*
 - c. Waste Procedures

- IV. Trainings and Certifications** –Please place all training certificates or proof of training in this section of the Lab Safety Binder.

- V. Lab Specific Training Manual** (optional) –If your laboratory has already developed a lab specific safety manual or manual with SOP's, place it in this section.

- VI. Communications** –Place all EHS communications including emails, safety audits, and hazard evaluations in this section of the Laboratory Safety Plan binder