



Building: _____

Room #: _____

It is the responsibility of all staff, students and faculty of UNO to read, understand and comply with UNO's safety policies, safe work practices, procedures and guidelines. Everyone is responsible to take precaution to protect the safety of other workers and himself/herself.

EXPOSURES



REPORT ALL INJURIES IMMEDIATELY.



Report all injuries to your supervisor immediately. Call the UNO Health Center at (402) 554-2374 M-F from 8 am to 4:30 pm for post-exposure medical guidance for needle sticks, biological exposures, animal bites, chemical exposures, etc.

Radioactive Material Exposures: Call Public Safety at 4-2911.

INJURIES

An Injury Report form must be completed for ALL injuries and that occur on campus. The Injury Report form can be found on-line at: <https://ehs.unomaha.edu/injury>

[Report All Injuries](#)

CHEMICAL SPILLS

Depending on the chemical properties and quantity of the spilled chemical it can create potentially dangerous situations. Therefore, it is important that UNO personnel are prepared for chemical spill procedures.

Controlled Spills: These are spills of chemicals that are not reasonably expected to be a threat to human health or the environment, the properties are well known, and have been previously determined to be safely cleaned by laboratory personnel.

Controlled Spills, requiring assistance: These are spills of chemicals that are not reasonably expected to pose a threat to human health or the environment, the properties are well known, but they are beyond the capabilities of laboratory personnel.

Uncontrolled Spill: These are spills of chemicals that involve personnel injury, fire or explosion and can pose a threat to human health, the environment or UNO property. It also includes large uncontrollable chemical spills, unknown chemical spills that are reasonably expected to cause serious injury or damage, or spills of chemicals that are water reactive, pyrophoric, shock sensitive, temperature sensitive, or highly toxic materials and cannot be safely cleaned by laboratory personnel.

TO REPORT A CHEMICAL SPILL, CALL PUBLIC SAFETY AT (402) 554-2911.

WASTE HANDLING

Policies and procedures regarding waste within the laboratory can be found on the EHS website at: <http://ehs.unomaha.edu>

Biohazard Waste: Biohazardous waste, also called infectious waste or biomedical waste, is any waste containing infectious materials or potentially infectious substances. All solid biohazard waste shall be discarded into red biohazard waste containers and picked up by Environmental Services. All liquid biohazard waste should be bleached and dumped to the sanitary sewer.

Chemical Waste: Label containers with full chemical names, no abbreviations, the words "Hazardous Waste" and the appropriate GHS hazards or NFPA rating. Do not place incompatible chemicals in the same container. Keep used chemical collection containers closed, except when adding chemicals. Store used chemical collection containers in secondary containment. When a waste container is full, or you are no longer adding to it, complete Green Chemical Collection Tag. Request EHS Chemical Pick-up by calling 4-3596.

HAZARD AWARENESS

ALL CONTAINERS CONTAINING CHEMICALS MUST BE CLEARLY LABELED, NO ABBREVIATIONS.

Hazardous materials present physical and/or health threats to workers in clinical, industrial, and academic laboratories. Each laboratory must identify which hazardous materials will be encountered by its workers. Prior to performing any assigned job duties, laboratory personnel should be aware of the hazards present in the laboratory and steps necessary to minimize or eliminate them.

Gather all the necessary information about the experiment, the design of the experiment, and most importantly the Safety Data Sheets (SDS) for ALL hazardous substances involved. **Safety Data Sheets are available on-line from manufacturers and suppliers.**

GLOBALLY HARMONIZED SYSTEM (GHS)

(of the classification and labeling of chemicals)

The United States has adopted the **Global Harmonized System (GHS)** of Classifying and Labeling Chemicals. The biggest visible impact of the GHS is the appearance of and information required for labels and SDSs.

Labels require signal words, pictograms, precautionary statements and appropriate hazard statements. The goal is that the same set of rules for classifying hazards, and the same format and contents for labels and safety data sheets will be used around the world.



LABORATORY EMERGENCY EQUIPMENT

Nearest Safety Shower is located: _____

Nearest Eyewash station is located: _____



CHEMICAL SPILL KIT

Spill kits should be readily available and stored near the chemical use. It is important that all lab personnel know the location, content, and how to use the spill kit. Spill kits should be inspected at least yearly, to determine viability of supplies.

Designated spill kit location: _____

PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is important that PPE be selected based upon the hazard to the worker, properly fitted and in some cases periodically refitted (e.g. respirators), conscientiously and properly worn, regularly maintained and replaced in accordance with manufacturer's specifications, properly removed and disposed of to avoid contamination of self, others or the environment.

PPE Available: _____

FIRE

ALL fires must be reported by calling 4-2911 and/or by pulling the fire alarm pull station.

In case of fire, **R A C E**:
R – Rescue those in immediate danger.
A – Alert. Pull the fire alarm. Call 4-2911.
C – Contain the fire by closing doors.
E – Evacuate or Extinguish the fire.



In the event of an actual fire in a lab, shut off the natural gas serving that lab by closing the gas shut off valve for the area. Restoring the gas to a lab must be coordinated by Facilities so all areas served by the shutoff can be checked. Smell something burning, but see no smoke? Call 4-2648.

The pull station nearest to this lab is located: _____

Nearest Fire Extinguisher is located: _____

Nearest Exit of the building: _____

Gas shutoff for this room is located: _____

MUSTER POINT

A muster point is the place everyone should go in an emergency to make sure no one is missing. Those not accounted for should be reported to the Public Safety Officer in charge.

Designated muster point for your lab: _____

SEVERE WEATHER

During severe weather it's very important that your focus be on remaining safe. Each building on campus has a designated severe weather safe area. It is of utmost importance that you know where you will go in the event of severe weather.

Designated Severe Weather Safe Area: _____

**24 HOUR
EMERGENCY
CONTACT
PUBLIC
SAFETY
(402) 554-2911**

IMPORTANT PHONE NUMBERS

Cardiac Arrests	4-2911
Chemical Spills	4-2911
Emergencies	4-2911
Health Center	4-2374
Environmental Health & Safety (EHS)	4-3596
Environmental Services (ES)	4-2500
Facilities Service Desk	4-3600
Fume Hood/Biological Cabinets	4-3600
Gas Odors/Leaks	4-2911
Information Security	4-2425
Lab Safety Signs	4-3921
Needle Sticks/Body Fluid Exposures	4-2911
Poison Control Center	1-800-222-1222
Public Safety (non-emergency)	4-2648
Radioactive Spills	4-2911

HAZARDOUS MATERIALS CLASSIFICATION

The National Fire Protection Association (NFPA) 704 Diamond is a standard placard that identifies the level of chemical hazard.

NFPA 704 provides criteria for assessing the health, flammability instability, and related hazards that are presented by short-term, acute exposure to a material under conditions of fire, spill, or similar emergencies.

