

**VA NORTHEAST OHIO HEALTHCARE SYSTEM
Louis Stokes Cleveland DVAMC
Medical Research Service
Subcommittee on Research Safety Policy**

Effective Date: JUNE 10, 2020

SOP Title: EMPLOYEE HAZARDS TRAINING BY SUPERVISOR

SOP Number: SRS--010

SOP Version: .09

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1. **PURPOSE:** To train employees in the hazards they will encounter in the workplace.
2. **POLICY:** Supervisors will train each employee upon initial assignment to his/her workplace. Additional training will be presented every time a new chemical or piece of equipment is added to his/her duties or when an his/her duties change. Supervisors will maintain documentation of this training.
3. **DEFINITIONS:**
 - a. RSC/CHO - Research Safety Coordinator/ Chemical Hygiene Officer
 - b. Hazardous Chemical - chemicals that are listed with air contaminant upper limits in table Z-1 in OSHA regulation 1910.1000 "Air Contaminants", chemicals listed as toxic and hazardous substances in OSHA regulations 1910.1001-1050.
 - c. Extremely Hazardous Chemicals - chemicals listed in Ohio Revised Code Section 3750.02(B) (1) (a) (Ohio Administration Code 3750-20-30).
 - d. PPE - Personal Protective Equipment
 - e. MAXCOM Notebook - a notebook in each investigator's laboratory which contains a Hazardous Communication (HAZCOM) Plan, Chemical List, Safe Use Guides, Definitions, and Pictograms.
4. **RESPONSIBILITY:**
 - a. Associate Chief of Staff for Research (ACOS/Research):
 - (1) Informs each new investigator of his/her responsibility to perform supervisor training.
 - (2) Ensures that each investigator is knowledgeable in all areas for which he/she will be responsible for training his/her employees.
 - (3) In the event of supervisor noncompliance, identifies and takes corrective action while ensuring that employees receive appropriate training.
 - b. RSC/CHO:
 - (1) Assists supervisor in compiling training requirements.
 - (2) Assists supervisor in the documentation of training.

- (3) Examines laboratory training documentation at least annually to ensure compliance.
- (4) Reports non-compliance to ACOS/Research.

c. Investigator:

(1) If desired, appoints a laboratory supervisor to assume investigator's responsibilities for training other laboratory personnel. Ensures that the laboratory supervisor is knowledgeable in all areas for which he/she will be responsible for training employees and reviews this policy with him/her to ensure compliance.

(2) Ensures that every employee attends all required training.

(3) Trains every employee in all hazards he/she will likely face in his/her workplace (resulting from duties and/or location) as indicated in section 5.

(4) Provides additional training when an employee's environment or duties change. An Investigator may also require additional training due to procedural changes or on an "as needed" basis.

(5) Maintains documentation of training.

d. Employee:

(1) Attends required training.

(2) Asks questions until he/she understands all hazards he/she will likely face.

(3) Avoids unnecessary exposure to hazardous situations.

(4) Contacts RSC/CHO with any questions regarding training requirements or safety procedures.

5. PROCEDURE:

a. Upon an employee's initial assignment, the investigator or designated laboratory supervisor will provide training until the employee is proficient in applicable laboratory procedures to ensure chemical safety, biosafety, and radiation safety measures are properly adhered to. This involves all hazards that he/she will face when performing their duties, and how to best minimize those hazards. Supervisor training will cover all health and physical hazards at least to the extent presented below.

(1) Identify the employee's supervisor.

(2) Identify the location of the laboratory MAXCOM Notebook.

(3) Identify two fire escape routes from the laboratory.

(4) Indicate the location of the nearest emergency equipment, i.e., the nearest fire extinguisher, fire alarm pull station, telephone for emergency use, eyewash station and emergency shower.

(5) Identify the Biosafety level of the lab and review the associated required safety procedures associated with that level.

(6) Review every protocol that he/she will be required to perform.

(7) Review the list of hazardous/extremely hazardous chemicals that appear in the MAXCOM Notebook.

(8) For each chemical the employee will work with, identify:

(a) The location of Safety Data Sheets (SDS), which are available in MAXCOM, located on the Louis Stokes Cleveland DVAMC home page (right column).

(b) Physical characteristics.

(c) Physical hazards.

(d) Health hazards - route of entry, target organs.

(e) Proper handling/special precautions/steps to reduce exposure levels.

(f) Type and location of PPE required during use.

(g) Methods and observations used to detect a release of the chemical.

(h) Permissible exposure limit.

(i) Signs and symptoms of exposure.

(j) Monitoring of exposure.

(k) Proper storage.

(l) Proper disposal.

(m) Proper spill cleanup procedures.

(9) For every piece of equipment, the employee will use, identify:

(a) Location of operating instructions.

(b) The hazards associated with the machine.

(c) Proper operating procedures – including the use of PPE.

(10) For every protocol:

(a) Review all the steps in every protocol the employee will be performing.

(b) Answer fully all questions asked by the employee.

(11) For every type of PPE:

(a) How it is to be worn.

(b) What its limitations are.

(c) Its proper care and maintenance.

(d) Its useful life, e.g. until no longer functioning as designed.

(e) How to dispose of it.

(12) Review personnel accident procedures.

Retraining is required in the event that any of the following situations occurs. The retraining must cover all parts of 5.a. - PROCEDURE that correspond to the change that has been made. Situations that require retraining are when:

(1) A new chemical is introduced.

(2) A new piece of equipment is introduced.

(3) A new protocol is introduced.

(4) A protocol is changed.

(a) No protocol may be changed verbally. Changes in protocol must be written.

(b) A change in one part of a protocol requires a complete review of the entire protocol.

(5) The MAXCOM Notebook is moved to a new location.

c. Every instance of training and retraining must be documented. The appropriate forms are RSF #141, #142, and #143 in appendix A. RSF #141 is used to document an employee's confirmation of supervisor training; RSF #142 is used to document employee initial training; RSF #143 is used to document all instances of retraining. All documentation must be maintained in the Laboratory SAFETY Notebook. The documentation for a given protocol must be maintained until documentation for the revised version of the protocol is complete. All outdated documentation should be kept by the supervisor or turned in to the Research Safety Coordinator/Chemical Hygiene Officer.

6. RESCISSIONS: Medical Research Safety Policy 151-N dated January 31, 1996. The rescission date of this policy is June 14, 2023.

7. FOLLOW UP: RSC/CHO

EMPLOYEE CONFIRMATION OF LABORATORY SAFETY TRAINING BY SUPERVISOR

Employee Name _____ Supervisor _____

Date	Supervisor Initials	Employee Initials	Subject
			Attended New Employee Safety Orientation conducted by the Research Safety Coordinator
			Location of the MAXCOM Safety Notebook, which contains: <ol style="list-style-type: none"> 1. Chemical Hygiene Plan 2. Hazard Communication Program 3. Hazardous Agents Control Program 4. Printed Chemical Inventory 5. Qualitative Industrial Hygiene Risk Assessment Worksheets 6. Standard Operating Procedures (if applicable) to specific laboratory.
			Location of Safety Data Sheets (SDS): MACOM (which is located on the Cleveland VA Intranet Home Page).
			Identify hazardous chemicals actively being used in the laboratory: See the Qualitative Industrial Hygiene Risk Assessment Worksheets in MAXCOM Notebook. Worksheets note the required exposure controls, i.e., Personal Protective Equipment (PPE), process/task involved, frequency of use, route(s) of exposure, handling of chemical, etc.
			Identify Biosafety Level of laboratory and review required lab practices to prevent exposure.
			Identify two emergency routes of exit from laboratory.
			Identify the nearest location of an Emergency Eyewash and Shower Station.
			Identify the nearest fire extinguisher.
			Identify the nearest fire alarm pull station.
			Identify emergency phone number, extension 2222.
			Review personnel accident procedures: Notify supervisor and report to Personnel Health Immediately.
			Identify the proper operation of equipment and use of Personal Protective Equipment when operating the same.
			List equipment trained on:

