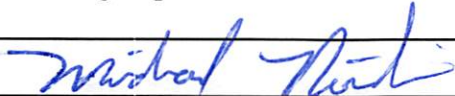


**UNIVERSITY OF TOLEDO  
FACILITIES AND CONSTRUCTION**

<b>Section:</b>	<b>Safety</b>	<b>Procedure Number:</b>	<b>SA-06</b>
<b>Subject:</b>	<b>Preventing Exposures in Laboratories</b>	<b>Effective Date:</b>	<b>September, 1994</b>
		<b>Revised Date:</b>	<b>December 2019</b>
<b>Facilities Officer:</b>		<b>Reviewed Date:</b>	<b>February 2023</b>

**Standard Operating Procedure**

All facilities maintenance personnel shall utilize proper precautionary measures to minimize risk of exposure to chemicals in laboratories

**Purpose**

To assure that all Facilities Maintenance personnel who are at risk of exposure to chemicals and biological in laboratories are cognizant of and exercising proper precautions.

**Procedure**

1. Maintenance personnel shall not knowingly handle chemicals or biological agents in laboratories unless absolutely necessary.
  - A. A representative from the Department of Environmental Health and Radiation Safety (EHRS), must be consulted before knowingly handling laboratory chemicals.
  - B. If it becomes necessary for Facilities Maintenance personnel to handle laboratory chemicals, personal Protective equipment (PPE) and devices as advised by the Department of EHRS shall be worn.
2. Any suspected exposure with laboratory chemicals shall be reported to the Department of EHRS at **530-3603**. All emergencies must be reported by calling **383-2600**.
  - A. The employee shall provide as much detail as possible regarding the contact, which is to include:
    1. Victim's name (if known)
    2. Location, building and room number where contact occurred.
    3. Means by which the contact occurred.
  - B. This is to be reported during the same shift that the exposure occurred.
  - C. Complete an injury and illness reporting form (S-08-018).

3. The interior of laboratory hoods (Chemical hoods and Biological Safety cabinets) are to be treated as possible sources of exposure and proper precautions shall be taken not to disturb the material contained within. This includes any exhaust duct work or air handlers thought to be contaminated.
  - A. Personnel working in areas suspected to lend themselves to a risk of exposure shall take basic precautionary measures as outlined by the Department of EHRS.