

# Chapter 1

## Your Safety Network

**You** are the person most responsible for safety in your work group. Each person who works with hazardous chemicals, infectious agents, radioactive materials, etc., is responsible for insuring that work is conducted in a safe manner and that effluents are controlled to protect the public and the environment. University policy states that "the physical well-being of every student, visitor, staff member and employee be a primary consideration in every campus activity." Thus, you need to identify and correct safety issues, and follow established safety guidelines. To help with these tasks, the University has a variety of safety resources and safety professionals who can conduct training, offer advice, provide information, explain regulations and lend a hand. This chapter gives you an overview of how safety functions at the University of Wisconsin-Madison (UW).

### 1.1 Notify Others of Safety Problems

If you identify a hazard or safety problem, don't keep the information to yourself, let others know. Notification procedures will vary depending on whether the problem is an emergency, a routine safety problem or a request to make safety improvements to facilities.

#### 1.1.a Dial 911 in an Emergency

Call 911 (UW Police) immediately in the event of a fire, serious injury, explosion, or a major spill, leak or release of hazardous materials. UW Police can arrange for emergency medical conveyance or help transport an injured person to a medical facility. Immediately report all spills, leaks or releases to UW Police or the Safety Department. Safety will assess the event and determine if and what reporting is required by regulation and if other related action is appropriate.

#### 1.1.b Report Accidents, Injuries and Safety Problems

When an accident, injury or spill of hazardous material occurs in the lab, immediately notify others of the event. This helps insure proper emergency response action for the victim and helps prevent the spreading of contamination outside the lab. To help prevent a similar incident or accident from occurring again, notify your supervisor / lab director of any job-related injuries, complete an Occupation Accident or Illness Report Form and submit it to your departmental office. Depending upon the type of accident, these reports may be investigated by the Safety Department. If you know of a hazard or safety problem, the Safety Department can investigate. The UW has many individuals who are experienced in hazard evaluation. Some of the people who can help resolve safety issues are.

- ♦ Your supervisor, laboratory director or principal investigator is the first person you should talk to in order to resolve laboratory safety issues.
- ♦ If the hazard presents an imminent risk to your coworkers, tell them of your concerns. If appropriate, post a sign to inform others of the potential hazard.
- ♦ For problems concerning laboratories (e.g., chemical hazards, leaking containers, etc.), tell your designated *Chemical Hygiene Officer* of any chemical hazards.
- ♦ Your *Building Manager* is active in solving safety problems and making physical changes to improve safety. Each University building has a Building Manager; know your Building Manager. Some departments and schools also have a designated Safety Officer.
- ♦ For safety issues that affect an entire department or building, be sure to keep your Dean, Director and Department Chair informed.
- ♦ The UW Safety Department is the home of many campus safety professionals to help you.
- ♦ University Police coordinate communications and responses to campus emergencies (e.g., 911).

**1.1.c Consider a Health and Safety Improvement Project**

The State of Wisconsin has funds to improve the health and safety of University workplaces. If you identify an important and needed safety improvement, the Safety Department and the Planning Department's Project Administration Center (PAC), both part of UW Facilities Planning and Management, will work with you to prepare a request for a project to improve health and safety. Contact the Safety Department for further information.

**1.2 Your Network of Safety Services**

The following table summarizes the safety services provided to faculty, staff and students of the University of Wisconsin - Madison campus.

UW Safety Activity	Area of Safety Expertise/Service
<p><b>Safety Department</b> (front office)                      30 North Murray Street                      Phone: (608) 262-8769                      FAX: (608) 262-6767                      safety.department@fpm.wisc.edu  <a href="http://www.fpm.wisc.edu/safety">http://www.fpm.wisc.edu/safety</a></p>	<ul style="list-style-type: none"> <li>◆ Communication / message center for various Safety Department offices and programs</li> <li>◆ Distribution of forms, posters, warning labels and written materials</li> <li>◆ Measurement and fitting of prescription safety glasses</li> <li>◆ Laboratory waste pick up / removal (call to schedule)</li> <li>◆ Waste solvent collection carboys (requests delivery of empty carboys or collection of filled carboys)</li> </ul>
<p><b>Biological Safety Office</b>                      Safety Department                      30 North Murray Street                      Phone: (608) 263-2037                      FAX: (608) 262-8700                      biosafety@fpm.wisc.edu  <a href="http://www.fpm.wisc.edu/biosafety">http://www.fpm.wisc.edu/biosafety</a></p>	<ul style="list-style-type: none"> <li>◆ Biocontainment and proper applications of biosafety cabinets</li> <li>◆ Biohazard accidents or spills (advice, coordination of response)</li> <li>◆ Biohazard and infectious agent safety (advice, identification of known or potential biohazard)</li> <li>◆ Infectious waste disposal (advice)</li> <li>◆ rDNA regulations/genetic engineering (guidance and oversight)</li> <li>◆ Infectious substances and other biohazard materials shipping training</li> </ul> <p><b>Written Guidelines:</b></p> <ul style="list-style-type: none"> <li>◆ Biohazard Recognition and Control: Guidelines for Handling Pathogenic Microorganisms and Disposing Biohazardous Waste</li> </ul>
<p><b>Lifesaving Station</b> Lake Mendota                      Safety Department                      30 North Murray Street                      (608) 262-5865 (summer)                      (608) 262-8769 (winter)  <a href="http://www.fpm.wisc.edu/uwrescue/">http://www.fpm.wisc.edu/uwrescue/</a></p>	<p><b>Summer:</b>                      Boating patrol and rescue service for Lake Mendota                      Lifeguard service for campus beaches                      Weather and lake condition information and advice                      Storm warnings for boaters</p>

**General Safety**

Safety Department  
 30 North Murray Street  
 Phone: (608) 262-8769  
 FAX: (608) 262-6767  
<http://www.fpm.wisc.edu/safety/gsp/>

- ◆ Accident investigation
- ◆ Asbestos abatement projects (identification, management)
- ◆ Back injury prevention (consultation, training videos)
- ◆ Building/facility safety (inspections and improvements for code compliance)
- ◆ Confined space entry (advice, compliance)
- ◆ Evacuation drills/fire alarm testing
- ◆ Facility design and modification review
- ◆ Falls, slips and trips (investigation, hazard abatement)
- ◆ Fire extinguishers (maintenance and training)
- ◆ Fire prevention (inspections and improvements for code compliance)
- ◆ Fume hood testing and evaluation
- ◆ Indoor air quality and ventilation (investigation, monitoring)
- ◆ Industrial hygiene (consultation, monitoring)
- ◆ Lead investigations and abatement projects (identification and management)
- ◆ Lockout / tagout of hazardous equipment (advice)
- ◆ Noise evaluation surveys, hearing conservation
- ◆ Occupational safety
- ◆ Respirators (consultation, fit-testing and training)
- ◆ Safety showers and eyewash stations (testing, evaluation)
- ◆ Sharps and hazardous glass disposal (advice, training)

**Written Guidelines:**

- ◆ UW Hazard Communication (HAZCOM) Program
- ◆ Safe Practices and Procedures for University Laboratories
- ◆ 8 Points for Safe Fume Hood Use (UWS brochure)

**Occupational Health**

Safety Department  
 30 North Murray Street  
 Phone: (608) 263-2177  
 FAX: (608) 262-9059  
[tkenney@fpm.wisc.edu](mailto:tkenney@fpm.wisc.edu)  
<http://www.fpm.wisc.edu/occhealth/>

- ◆ Health surveillance of animal care personnel
- ◆ Bloodborne pathogen (prevention, exposure investigation, consultation on obtaining medical care consultation, OSHA compliance)
- ◆ Chemical exposures (exposure investigation, consultation on obtaining medical care consultation)
- ◆ Ergonomics (evaluation, consultations, and participatory team interventions)
- ◆ Occupational related physicals
- ◆ Medical fitness to wear respirators

**Written Guidelines:**

- ◆ Recommendations for the Safe Handling of Human Blood in the Laboratory
- ◆ Human Blood Spill Cleanup Procedure
- ◆ Bloodborne Pathogens Reference and on-line Training Manual (<http://www.fpm.wisc.edu/bbp>)
- ◆ Guide for Safe Handling of Macaques and Guide for Post-exposure Sampling of Macaques

## 4 Your Safety Network

### Chemical and Radiation Protection

Safety Department  
30 North Murray Street  
Phone: (608) 262-8769  
FAX: (608) 262-6767  
<http://www.fpm.wisc.edu/safety>

**Hot Line:** 265-5518

e-mail Radiation:  
[radpro@fpm.wisc.edu](mailto:radpro@fpm.wisc.edu)

- ♦ Air emissions (chemical releases; permits and compliance)
- ♦ Animal tissue and carcass disposal
- ♦ Chemical / radiation emergencies (planning, coordination and response)
- ♦ Chemical Hygiene Plans (preparation assistance, review)
- ♦ Chemical safety (advice, personal protective equipment and engineering controls consultation)
- ♦ Chemical safety training
- ♦ Chemical spills (cleanup advice, coordination of response)
- ♦ Chemical waste disposal (On-Sight Hazardous Material Management [OSHMM] of surplus chemicals and wastes)
- ♦ Dosimetry (approval, history)
- ♦ Environmental compliance, reports and permits
- ♦ Environmental protection (EPA/DNR contact)
- ♦ Environmental releases and leaks (notification, response, management of remediation projects)
- ♦ Hazard communication/right-to-know (training and compliance for hazardous material users)
- ♦ Hazardous materials management (on-site )
- ♦ Hazardous waste disposal
- ♦ Laboratory safety audits (OSHA Lab Standard, radioactive material, HAZCOM Standard, etc.)
- ♦ Laser and X-ray safety
- ♦ Material Safety Data Sheets (copies upon request)
- ♦ PCBs management / disposal
- ♦ Personnel dosimetry and bioassays
- ♦ Pesticide application notification
- ♦ Pollution prevention and waste minimization
- ♦ Pregnancy Surveillance Program
- ♦ Radioactive material purchase, delivery and inventory
- ♦ Radioactive waste disposal
- ♦ Radiation facility design and modification review
- ♦ Redistribution of surplus chemicals
- ♦ Review radioactive material use protocols
- ♦ Sewer use (disposal of chemicals to the sanitary sewer)
- ♦ Storm Water Management
- ♦ Survey meter calibration
- ♦ Training (radiation, chemical, laser, etc.)
- ♦ Transportation of hazardous materials (compliance training, consultation, packaging / shipping)

#### Written Guidelines:

- ♦ *Laboratory Safety Guide*
- ♦ *Chemical Safety for Faculty / Staff Who Work in Labs*
- ♦ *Lab Safety Spectrum* (newsletter)
- ♦ *Radiation Safety for Radiation Workers*

**Environmental Health Program**

University Health Services  
1552 University Avenue  
Phone: (608) 262-1809  
<http://www.uhs.wisc.edu/ehp.html>

- ◆ Biological safety cabinet certification
- ◆ Facility design and modification review
- ◆ Food service inspections
- ◆ Public health (testing, investigation, advice)
- ◆ Sanitation
- ◆ Ventilation system design, engineering and modification (review and consultation)

**UW Hospital Safety Office**

H4/860 CSC  
Phone: (608) 263-1512

- ◆ Clinical Science Center Safety Issues

**Written Guidelines:**

- ◆ Supervisor's Guide to Safety

**Risk Management and Property Control**

722 University Avenue  
Phone: (608) 262-0375  
FAX: (608) 262-9082  
[http://www.bussvc.wisc.edu/risk\\_mgt](http://www.bussvc.wisc.edu/risk_mgt)

- ◆ Coordination of UW loss control programs
- ◆ Insurance (information on University coverage, claims processing)
- ◆ Property insurance claims
- ◆ Surveys/inspections for loss prevention (arranging for outside consulting services)

**1.3 UW Safety Committees**

The University of Wisconsin-Madison has several campus-wide safety committees with members appointed by the Chancellor to formulate campus safety policies and procedures and oversee campus safety activities. Additionally, departments and research groups (e.g., McArdle Labs, Medical School Animal Care Unit, etc.) have their own internal safety committees. These local committees assist in the promulgation of information to their respective faculty and staff. The Safety Department often assists and advises these committees in cooperation with the various university safety committees. The following listing consists of some of the University safety committees that the Safety Department works with to address laboratory safety and regulatory compliance issues.

**1.3.a Chemical Safety Committee**

The University Chemical Safety Committee establishes policies and procedures for the safe acquisition, use, storage and disposal of chemicals on campus. The Committee provides guidance to the Safety Department in carrying out these policies and procedures. The Committee advises the Safety Department and campus chemical users on programs to comply with federal, state and local chemical and environmental safety laws. For more information or meeting dates, to be added to the mailing list for minutes, or to propose an agenda item for a Committee meeting, contact the Committee's staff liaison, the Associate Director for Chemical and Radiation Protection, Safety Department.

**1.3.b General Safety Committee**

The University General Safety Committee is comprised of the Chairs of the other university-wide safety committees. The Committee addresses important and broad safety issues and policies that significantly affect the campus. The Committee may address coordination of safety programs between various campus safety offices and committees, as well as safety concerns raised by UW System and the State Office of Risk Management. For more information or meeting plans, or to forward a safety issue for the Committee's consideration, contact the Safety Director, Safety Department.

### **1.3.c Institutional Biosafety Committee**

The University Institutional Biosafety Committee (IBC) reviews and approves of research protocols involving biological materials to ensure that investigators adequately address safety issues and regulatory compliance. The IBC also oversees proposals involving aspects of rDNA (recombinant DNA) technology. For more information or meeting dates, or to submit a proposal for Committee approval, contact the University Biological Safety Officer, Safety Department.

### **1.3.d Occupational Health Committee**

The University Occupational Health Committee has focused on the health surveillance needs of workers who care for laboratory animals, the implementation of the U.S. Occupational Safety and Health Administration's (OSHA) standard for Occupational Exposure to Bloodborne Pathogens and medical fitness to wear a respirator. The committee may make recommendations or set policies for healthy work practices. For more information or meeting dates, contact the University's Occupational Health Officer.

### **1.3.e Radiation Safety Committee**

The University Radiation Safety Committee (URSC) is a faculty committee appointed annually by the Chancellor to advise the University administration, set policy to ensure compliance with local, state and federal regulations, approve requests from faculty and staff to use radioactive materials and evaluate protocols for radionuclide use. The Reactor Safety Committee (RSC) is a committee appointed by the Reactor Director to review reactor operations. For more information or meeting dates, contact the Associate Director for Chemical and Radiation Protection, Safety Department.

### **1.3.f Research Animal Resources Center**

The Research Animal Resources Center (RARC) is an administrative unit of the Graduate School with four primary functions: (1) provide veterinary and laboratory services in support of quality animal care; (2) provide the support and training necessary to provide the highest quality care possible for the University's research animals; (3) provide oversight and assistance in assuring compliance to all laws, regulations, and rules governing the care and use of laboratory animals; and (4) conduct direct or collaborative research and/or consultation on animal models for biomedical research. For more information, contact the Director of the Research Animal Resources Center.