

GENERAL WRITTEN SOP-Student Projects

The OSHA Laboratory Standard explicitly requires “standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals.” Although the Laboratory Standard does not cover work done by students/for student projects, if the general SOP in this section do not fulfill this requirement, you must amend and append in some manner as to comply.

An instructor working with a student project is ultimately responsible for all materials and work performed on student projects. All instructors and students must observe the following procedures when conducting work on student projects.

1. The Instructor working with a student project must ensure:
 - a. Students are properly trained on all SOPs, procedures and equipment.
 - b. Students are aware of and utilize personal protective equipment appropriate for work being conducted.
 - c. A Safety Data Sheet, SDS, is obtained for all materials and chemicals **PRIOR** to use in the project.
 - d. All materials and chemicals used or purchased are reported to the Laboratory Safety Manager.
 - e. That materials and chemicals are properly labeled and stored.
 - f. Any/all incidents are reported via Incident Report Form (Appendix Q) to the Department Head and Laboratory Safety Manager.
 - g. That all laboratory areas are cleaned after the completion of work.

2. Students performing work on student projects must ensure:
 - a. They receive proper training on all SOPs, procedures and equipment. This should include the use of the “Training Acknowledgement Form” (Appendix M).
 - b. They are aware of and utilize personal protective equipment appropriate for work being conducted.
 - c. There is a Safety Data Sheet, SDS, obtained for all materials and chemicals **PRIOR** to use in the project.
 - d. All materials and chemicals used or purchased are reported to the Laboratory Safety Manager.
 - e. That materials and chemicals are properly labeled and stored.
 - f. Any/all incidents are reported via Incident Report Form (Appendix Q) to the Department Head and Laboratory Safety Manager.
 - g. That all laboratory areas are cleaned after the completion of work.