LABORATORY SAFETY POSTINGS

Version: August 2020



Research Safety Office of Research UNIVERSITY OF GEORGIA

I. <u>Purpose & Scope</u>

This document is meant to provide an overview of the University's required laboratory postings that are found within both teaching labs and research labs. Questions should be directed to ORS at 706-542-5288.

II. <u>Required Postings</u>

Below is a list of the University's required laboratory postings. Durable, laminated copies are available from ORS. Other postings and stickers can be requested free of charge by submitting the <u>Request Signs & Stickers Online form</u>.

Always remember that the signs must be clear and easy to read.

A. Emergency Contact Numbers

This posting provides employees and visitors with the main phone numbers to call in the event of an emergency. The sign should be placed on or near the inside of the laboratory door, near eye level. If a landline phone is present in the lab, it is acceptable to post this sign near the phone as well.

Emergency Contac	t Numbers	
UGA Police (from campus):	911	
ACC Police (from cell):	911	
Ambulance/Fire:	911	
St. Mary's Hospital:	(706) 389-3000	
Athens Regional Medical Center:	(706) 475-7000	
National Poison Center: 9-	1 (800) 222-1222	
Research Safety (ORS)	(706) 542-5288	
Environmental Safety Division (ESD)	(706) 542-5801	

B. Safety Information

This posting guides employees and visitors to the location of safety equipment inside or near the laboratory. The sign should be properly filled out and placed on or near the inside of the laboratory door near eye level. Short and easy to understand phrases should be used to indicate the location of the equipment (e.g., To Your Left, Over Your Right Shoulder, At Opposite Door, To the Right of

the Fume Hood).



C. First Aid Kit & Spill Kit

These postings indicate the exact location where employees and visitors can find the first aid kits and the chemical spill kits. Signs should be mounted to walls, preferably at or above eye level, next to or above the kits themselves.





D. Caution/Hazard

In order to bring greater uniformity to safety signs throughout the University and to reduce clutter on laboratory doors and hallways, the University of Georgia provides all laboratories with appropriate door caution signs. These signs warn of potential physical injuries caused by harmful substances, or other unsafe practices. All information contained on the caution sign is helpful to emergency personnel responding to a reported fire, spill or injury in the lab.

All standard safety warnings are concentrated on one laminated 8.5 x 11-inch yellow and black

caution placard. These placards must be posted on all laboratory entrances and in lab service areas where hazardous materials are used or stored. Use a fine point permanent marker, such as a Sharpie[®], to mark hazards, degree of hazard, quantities, contact information, date posted, etc. When the information on the sign needs updating, use isopropyl alcohol to erase the old information. DO NOT destroy or dispose of the sign. These placards are meant to be reused. If the lab is to be closed, please return the sign to ORS for reissue to another lab. ORS will verify the information on these signs annually during routine safety assessments.



How to Properly Complete a Caution Sign

Hazards section

The left hand section of the door caution sign is divided into GHS Ratings and Specific Hazards and is used to indicate that a chemical hazard is present in the laboratory. Each hazard is listed by type (health, flammable, reactive, corrosive, or gas cylinder). Place a dark check mark in the appropriate box to the left of the hazard symbol to indicate that a hazard is present. Next, indicate the approximate quantity of the hazard present by listing the amount in the space provided to the right of the hazard symbol. An exact amount is not required, and quantities may be estimated. For example, acetone is used in the lab and is ordered in a 20-liter container. Acetone is a flammable substance, so a check mark is placed in the box to the left of the flammable symbol. In the space to the right of the symbol place the quantity normally found in the lab; i.e., 20 liters. If compressed gas cylinders are present, check the box to the left and indicate the number of cylinders by product in the space to the right of the hazard symbol. For example, three cylinders of carbon dioxide would be written as 3-CO2. If there is not enough space to list all the types of gases present, then list the most hazardous gas(es). The degree of hazard for many commonly used lab chemicals can be found on the manufacturer's label, on the safety data sheet (SDS), or on the manufacturer's website.

If your laboratory employs biohazard materials, a biohazard label must be placed in the space provided to the right of the specific hazard box. Please call the Biosafety Office at 706-542-2697 to have the biosafety level in your laboratory assessed and to obtain the appropriate biohazard label for your caution sign.

If your laboratory employs radioisotopes, all radioisotopes listed on the laboratory license must also be listed in the space entitled "Other Hazards" on the caution sign. Additionally, a rad sticker must be placed on the door sign in the space provided to the right of the specific hazard box. Please call ORS at 706-542-5288 to obtain a rad sticker.

The NFPA Diamond

The NFPA (National Fire Protection Association) diamond, located on the right-hand side of the door caution sign, is used to record the Degree of Hazard (0 - 4) of all hazardous substances in the lab. The diamond gives a quick visual determination of the highest level of hazards present in a given laboratory and is important for first responders to quickly assess the hazards they may find if they ever need to enter the lab. The NFPA diamond is divided into four sections with the following designations:

Blue – Health rating

Red – Flammability rating

Yellow – Reactivity rating

White - Special warnings such as oxidizers or air or water reactive substances

Each of the first three sections should be filled in with a number from 0 to 4 to indicate the highest level of hazard found in your lab. For instance, if the most flammable substance in your laboratory has an NFPA flammability rating of 3, a large 3 should be placed in the red box of the NFPA diamond. If the most reactive substance in your lab has a rating of 2, a large 2 should be placed in the yellow reactivity box. Many reagent bottles labels contain NFPA diamonds indicating the associated hazards. In this instance, NFPA ratings are easily determined. If the ratings are not on the bottle, consult safety data sheets (SDS) or NFPA rating charts to get the appropriate ratings.

The white section or "Special Warnings" would contain the symbol A, Ψ or OX indicating that air or water reactive or oxidizing chemicals are present in the laboratory.

Contact Information

In this section, list two people that may be contacted in case of an emergency in the laboratory. The first name recorded should be that of the professor who is the primary researcher for the laboratory. His/her department, office room number, home phone number should be recorded (this is preferably a 24-hour contact number). A second name (usually the laboratory supervisor) should be listed in the same manner in the event that the primary researcher cannot be contacted during an emergency. The second person listed should be someone who regularly works in the laboratory and can make responsible decisions in the event of an emergency.

Date Posted

Indicate the month followed by the year that the sign is posted to the right of this field. The placard and its contents should be reviewed annually. If any changes are made during the year, the sign should be updated to indicate current laboratory conditions. The date that the sign was updated should be indicated in the date posted section by placing the corresponding month followed by the year.

III. <u>Contacts</u>

Office of Research Safety: 706-542-5288 Environmental Safety Division: 706-542-5801 Biosafety: 706-542-2697 Radiation Safety: 706-542-5288