

# California Institute of Technology

## LABORATORY SERVICE PROVIDER SAFETY GUIDE



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# CALTECH LABORATORY SERVICE PROVIDER SAFETY GUIDE

## PURPOSE

The Caltech Laboratory Service Provider Safety Guide (the Guide) provides safety procedures for Caltech laboratory personnel and non-Caltech Service Providers to be observed while third parties provide a service or installation in labs.

## RESPONSIBILITIES

### Service Providers

- Establish the necessary safety precautions needed to perform the work without endangering themselves, Caltech personnel and/or property.
- Follow Caltech's [Requirements for Safe Work Performance in Laboratories, Appendix A](#).
- Ensure that activities are conducted safely and in accordance with this Guide and comply with all federal, state and local regulations.
- Work only within assigned areas.
- Provide Caltech Contact advance notice, and establish appropriate work procedures, if the work area requires restricted access.
- Provide Caltech Contact with all Safety Data Sheets for any hazardous materials brought on campus.
- Alert Caltech Contact to changes in work assignment or work schedules.
- Notify Caltech Contact upon arrival to Caltech and upon completion of work. If work shall be calendared over multiple days, notify Caltech Contact upon each arrival and departure from the lab.
- Immediately report to Caltech Contact and Caltech Campus Security any safety incidents, injuries, or unsafe work conditions that arise while doing work on campus.

### Caltech Contact

- Be aware of the requirements of this Guide.
- Communicate the requirements of this Guide with the Service Provider prior to starting work.
- Escort Service Providers to location of the job and show them locations of fire extinguishers, emergency exits and assembly areas.
- Review Emergency Procedures with Service Provider. Labs can use the front page of the [Workplace Specific Safety Orientation](#) to guide and document this review.
- Give researchers an advance notice if Service Provider work may potentially disrupt any of their work.
- Ensure that Service Provider's work area(s) are free of any hazards that present an immediate risk.
- If hazardous materials are present in Service Provider's work area, provide a list of hazardous materials and access to Safety Data Sheets for those materials.
- Inform Service Providers of any precautionary measures required to protect themselves during normal operations, including any necessary Personal Protective Equipment (PPE) for work in the location(s).

## EMERGENCIES AND INJURIES

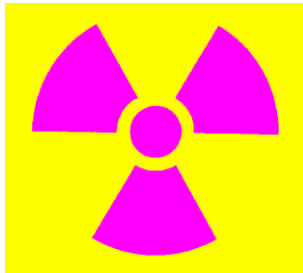
Incidents and/or injuries must be promptly reported to **Caltech's Campus Security at extension 5000 or by calling (626) 395-5000.**

## POTENTIAL HAZARDS SERVICE PROVIDERS MAY ENCOUNTER IN LABS

Specific laboratory hazards are indicated via signage on or near the entry to the laboratory. Signs may indicate the presence of biohazards (human blood, infectious agents, or viruses that can cause disease), radioactive materials, radiation-producing machines, chemicals, lasers, strong magnetic fields, or high-voltage equipment.

Chemicals are used in most labs at Caltech and might include corrosives (acids and bases), flammable liquids, toxic materials, compressed gases, reactive (those that can cause fire upon contact with air, water, or other materials), and carcinogens. Most hazardous chemicals are used in a fume hood. However, closed containers of hazardous chemicals are often stored on shelves and in cabinets in the laboratory. The main concern is that bottles may be broken during Service Provider activities so have the laboratory staff move chemicals out of the work area as a precaution.

Labels you might see on doors or equipment are:



**RADIATION**



**BIOHAZARD**



**LASER**



**CHEMICAL**

## ENTERING THE LABORATORY

Prior to entering a laboratory, Service Providers must wear full-length pants (or the equivalent) and closed toe shoes. Eye protection is also required prior to entering several laboratories at Caltech, so check with the Caltech Contact for necessary PPE.

If hazardous equipment is in operation, hazardous materials or hazardous wastes are present, or experiments are in progress in the area the Service Provider needs to work, notify the Caltech Contact before beginning work. **Never move any equipment, chemicals, or other containers without the direct permission and instruction of your Caltech Contact.**

If no one is present in a laboratory but the laboratory appears to be in use, contact your Caltech Contact and wait for instructions. **Do not start work until you have clearance to do so.**

## APPENDIX A: REQUIREMENTS FOR SAFE WORK PERFORMANCE IN LABORATORIES

- Full length pants (or the equivalent) and closed toe shoes must be worn at all times.
- No eating or drinking in the lab.
- If you are working in a bench area, an area where chemicals were stored, or on laboratory equipment, gloves and safety glasses/goggles must be worn.
- Check with your Caltech Contact before beginning working near waste containers or work surfaces labeled with the biohazard, radioactive, carcinogen, or other specific warning sign.
- Many chemicals used and stored in the laboratory are flammable solvents and may be easily ignited. If you are going to work with equipment that might generate heat or sparks, it is extremely important that flammable materials are safely stored away from your work area before you begin work. Contact your Caltech Contact to have the chemicals moved. Always have a fire extinguisher close by.
- If work involves servicing Biosafety Cabinets, follow [Caltech's Biosafety Cabinet Quality Control Program](#).
- Any procedures that produce sparks and/or heat require a Caltech Hot Work Permit to be issued prior to work start. See the [Caltech Hot Work Permit Procedures](#).
- Shutting off fire sprinkler valves, smoke or heat detectors, and/or fire alarm systems is forbidden without prior notification and written authorization.
- Service Providers shall consult with their Caltech Contact before working on or around high-voltage electrical lines or substations.
- Clean work area and dispose of all debris daily.
- Wash your hands before leaving the laboratory.
- Violations of Caltech safety rules and/or applicable federal, state, or local (municipal) ordinances may result in a temporary job shut down.
- Caltech reserves the right to remove any Service Provider from campus in the event of unsafe work practices.