Laboratory Safety Road Map

It is the laboratory Supervisor who is responsible for the safety of their laboratory. Safety of the laboratory consists of Administrative Controls, Hazard Communication, Life Safety, Engineering Controls, Personal Protective Equipment (PPE), and Laboratory Maintenance. For all questions, to sign up for trainings, or to submit registration materials, email: safety@unca.edu.

Administrative Controls: Administrative controls consist of written programs describing work practices and/or standard operating procedures pertaining to how the laboratory maintains their safety program.

- Are you using chemicals? Follow all procedures in UNC Asheville’s Chemical Hygiene Plan. Training is required for all Faculty and Staff.
- Are you using bio-hazardous materials? Follow all procedures in UNC Asheville’s Bio-hazard Safety Program. BSL-2 materials are required to be registered with the Scientific laboratory Committee. If you are working with primate tissue, human clinical material, or human cell strains; then you must participate in UNC Asheville’s Blood borne Pathogens Program. Annual training is required.
- Are you using Class 3B or Class IV Lasers? Follow all procedures in UNC Asheville’s Laser Safety Program. Class 3b and Class IV Lasers are required to be registered with the Laboratory Safety Committee.
- Are you going to be working with radioactive materials? Contact UNC Asheville’s Radiation Safety Officer.
- Are you working with tools or machines? Follow all procedures in UNC Asheville’s Machine Use Safety Program. Registration of a Machine Safety Program with the Scientific Laboratory Committee is required.
- Ensure all students working in your lab(s) are provided with adequate training. Training is required to be documented.
- There is no Eating, Drinking, or storage of edibles allowed in laboratories.


Life Safety: Life Safety refers to complying with state fire code and emergency response.

- Safety Showers and Eyewashes need to be kept clear. It is the Laboratory Supervisor’s responsibility to activate safety eyewashes in the lab on a weekly basis.
- Fire extinguishers need to be mounted and be current with their annual and monthly inspections. Facility Management is responsible for annual and monthly inspections. Laboratory Supervisors are responsible to ensure that fire extinguishers in their lab(s) are being inspected.
- Electrical Panels need a 36” clearance maintained around them.
- Ceiling tiles need to be kept securely in place. Do not penetrate laboratory ceiling tiles.
- Emergency Phone numbers need to be posted in the lab.
• Rally Points need to be communicated to students in case of building evacuation.

**Engineering Controls:** Engineering controls consist of Chemical Fume Hoods, Biological Safety Cabinets, Laser set-ups, guards on equipment, etc. If an engineering control is not functioning as designed, stop using the control immediately and post it as do not use. Contact safety@unca.edu and Facilities Management to report a problem.

**Personal Protective Equipment (PPE):** PPE must be in good condition, appropriate for the use, and stored appropriately.

**Laboratory Maintenance:** Laboratory Maintenance is ensuring that everything in the laboratory is well kept. Trip hazards are eliminated; materials are organized; floors, countertops, and equipment are kept clean; aisle space is unobstructed; and excess materials are disposed of appropriately. Refrigerators/freezers, microwaves, etc. should be labeled “!!!Caution, No Food, Beverage, or Ice for Human Consumption”. Laboratory furniture should be able to be easily decontaminated meaning that there should not be fabric chairs in any laboratory.