



OCCUPATIONAL SAFETY AND ENVIRONMENTAL HEALTH GUIDELINE

Subject: Visitors and Volunteers in Research Laboratories

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Appendix A U-M Lab Use Assumption of Risk and Release of Liability for Volunteers and Visitors (non-minors)

SUMMARY: Unsupervised volunteers and visitors create a risk for injury and increased liability for the University. OSEH requires that a responsible person appointed by the Laboratory Director or Department Head supervise all visitors or volunteers when they enter a laboratory to work or for a visit. Departmental policy to this effect will reduce or eliminate the risk of personal injury to visitors/volunteers in research laboratories, and the risk of damage to projects and property.

SCOPE: This Policy applies to all academic, clinical and service units involved in laboratory operations. If volunteers or visitors are minors, refer to OSEH Policy Minors in Research Laboratories. Volunteers for the U-M Health System must refer to Volunteer Special Placement Application through Volunteer Services.

DEFINITIONS: *Chemical Hygiene Plan* – U-M Chemical Hygiene Plan is a written program that applies to all research, teaching, student and other laboratories at U-M covered by the MIOSHA Hazardous Work in Laboratories Standard.

Department Head – This individual holds authority over a Primary Investigator or other researcher and is in a position to review requests for visits. This raises the approval level beyond the individual lab or research facility.

Laboratory Director – The person with the highest level of authority within the laboratory.

PPE – Personal Protective Equipment.

Research Facility – includes any space within a U-M building where clinical, research, production or laboratory support operations are conducted. This includes space where research animals are housed or supported.

Responsible Person - any person approved by a Lab Director or Department Head to oversee and/or supervise the activities of a visitor/volunteer while in the research facility.

Visitor/Volunteer - any person entering a research facility or laboratory on campus for a tour or non-compensated work-related purpose.

RESPONSIBILITY: Everyone working at the University of Michigan has the right to expect a safe and healthy work environment. They also have a responsibility to help assure a safe and healthy environment for themselves and others. These responsibilities are detailed in the University of Michigan Academic [Laboratory and Research Safety Policy](#), issued jointly by the Department of Occupational Safety & Environmental Health (OSEH) and the Office of Research Ethics & Compliance (UMOR). Please click on the Policy link to view role specific responsibilities including but not limited to the following categories:

- All faculty, staff, other employees and students
- Graduate Student Research Assistants/Trainees
- Post-Doctoral Trainee/Fellow
- Laboratory Director (Faculty/Lab Manager/Supervisor)
- Department Chair
- Facility Managers/Department Managers/Key Administrators/Chief Department Administrators

- Unit (School/College/Department) Safety Coordinators

Additional responsibilities specific to the implementation of this guideline follow.

Deans, Directors and Department Heads

- Review and approve requests, if appropriate, for visitors and volunteers observing and working in U-M Research Facilities.

Laboratory Director

- Follow and Implement procedures in accordance with this Policy to obtain approvals as required for visitors and volunteers and maintain documentation of approvals.
- Provide ongoing supervision of all visitors and volunteers. Designate a qualified laboratory supervisor and an alternate supervisor, if necessary.
- Ensure visitors and volunteers receive training and maintain documentation of the training.
- Ensure visitors and volunteers are provided with PPE as required for their work.
- Implement and document appropriate safety policies and procedures in accordance with the U-M Chemical Hygiene Plan.
- Ensure that adequate facilities, ventilation, and equipment are provided for the safe use of hazardous materials.
- Ensure employees are instructed on and follow proper procedures and utilize protective equipment provided during their work as detailed in written SOPs.
- Contact OSEH to request training, technical assistance, and to evaluate health and safety concerns within their unit.

OSEH

- Provide technical assistance to research operations regarding allowing visitors and volunteers into research areas.
- Prepare and provide access to training tools for the research operations.

PROCEDURES: Observation-only visits – Individual (non-minor) is not conducting any research using hazardous materials or equipment.

- Approval Process-
Anyone wishing to bring a visitor into active research facilities must follow their department's approval process.

- PPE Requirements: Visitors must be provided with appropriate PPE as needed based on work activity underway in the laboratory. At a minimum, safety glasses, long pants and closed-toe shoes must be worn in laboratories where chemicals are used or stored. Laboratory coats and other PPE deemed necessary by the hazards present must be worn when directly working with chemicals.
 - Training: Observation-only visitors must receive a brief discussion of potential hazards that may be encountered in the laboratory during their visit and procedures to follow in the event of an emergency. The following presentation may be used:
http://www.oseh.umich.edu/Presentation/Laboratory_Visitor_Orientation.pptx Click on the link and save the PowerPoint, then open it.
- Recordkeeping – Documentation of training is recommended.
- Emergency Procedures – All near misses, injuries, accidents and illnesses must be reported. Appropriate medical treatment may be necessary. Determine what must be done for each visitor and ensure all responsible persons are aware of the procedures.
 1. For all incidents – Complete the [U-M Laboratory Incidents and Near Miss Form](#) and submit to OSEH.
 2. Visitors should be referred to their own physician or the nearest emergency center depending on the nature of their issue.

Visitors/Volunteers Performing Research Activities (non-minors) using hazardous materials or equipment.

- Approval Process:
 1. Anyone wishing to bring a visitor/volunteer into research facilities for the purpose of conducting research or other laboratory related procedures must first obtain the approval of their Department Head.
 2. Upon approval and prior to start of work in the research facility, all individuals must fill out the attached U-M Lab Use Assumption of Risk and Release of Liability for Volunteers and Visitors.
- PPE Requirements: Individuals must be provided with appropriate PPE as needed based on work activity. At a minimum, safety glasses, long pants and closed-toe shoes must be worn in laboratories where chemicals are used or stored. Laboratory coats and other PPE deemed necessary by the hazards present must be worn when directly working

with chemicals.

- Training:

1. Complete the [OSEH Training Needs Assessment Tool](#) available on the OSEH website for each individual preparing to work in the lab.
2. Register for courses by following the “Register without U-M username” link on OSEH website:
<http://www.oseh.umich.edu/training/mylinc.shtml>
3. OSEH Comprehensive Laboratory Safety training must be completed by each individual prior to beginning work with any hazardous materials or operations. Additional OSEH training courses as deemed necessary by the training needs assessment must also be completed. The additional training may include:
 - Bloodborne Pathogens
 - Centrifuge Training
 - Autoclave Standard Operating Procedures
 - Laser Safety Basic Training
 - Radiation Safety
 - X-ray Diffraction
 - Shipping Regulations for Infectious Substances
 - Shipping Regulations for Shipping with Dry Ice
 - Shipping Regulations for Shipping with Chemical Preservatives
 - Working Safely with Viral Vectors
4. Lab-Specific Training provided by the Laboratory Director must cover necessary work practices, procedures and policies to ensure that employees are protected from all potentially hazardous chemicals, biological pathogens and dangerous equipment used in the workplace. Training on emergency procedures must also be included.

- Medical Surveillance may be a requirement depending on the type of research and work activities being conducted. Examples may include respiratory protection clearance, animal handler or audiograms for noise exposure.

1. Consult with OSEH on the need for medical surveillance.
Individual may be required to participate in university medical surveillance program.
2. Individual may be requested to show proof of current medical surveillance from another entity.

- Recordkeeping:

1. All Training must be documented and maintained in the research facility with the Chemical Hygiene Plan document binder.

2. Records of the approval and waiver form must be kept by the research facility for at least one year.

- Emergency Procedures – All near misses, injuries, accidents and illnesses must be reported. Appropriate medical treatment may be necessary. Determine what must be done for each visitor/volunteer and ensure all responsible persons are aware of the procedures.
 1. For all incidents – Complete the [U-M Laboratory Incidents and Near Miss Form](#) and submit to OSEH.
 2. Visitors/volunteers should be referred to their own physician or the nearest emergency center depending on the nature of their issue.

**RELATED
DOCUMENTS:**

[U-M Standard Practice Guide \(SPG\) 605.01 - Occupational Safety and Environmental Health Policy](#)

[U-M Volunteer Guidelines](#)

**TECHNICAL
SUPPORT:**

Technical support will be provided by OSEH.