

## **Risk Management & Safety Policy**

### **Entrance of Non-Laboratory Staff into Laboratories at UNLV**

It is often necessary for personnel not trained as laboratory researchers to enter laboratories at University of Nevada Las Vegas (UNLV). Examples include repair and/or maintenance/cleaning personnel, planners or contractors involved in projects and other support staff. While the potential for exposure to hazardous materials (radiation sources, biohazards, chemical hazards, lasers, and others) is low, it is important that a coordinated effort be made to protect employees from the above listed hazards.

To that end, UNLV Risk Management & Safety (RMS) has developed the following policy for laboratory entrance by non-laboratory staff.

1. If large-scale cleaning, repair, or renovation or any plumbing work is planned the project manager or group wishing to perform the tasks must contact the laboratory director and RMS to make arrangements. Work with hazardous materials must be stopped and these materials must be secured by the laboratory director. The room then may be surveyed by RMS staff to ensure no contamination remains. The room is then posted with a sign stating that the room has been checked and cleared temporarily and that no materials may be used until the clearance expires. The sign must remain on the door until the project is complete and will be removed by RMS staff.
2. For a short term visit or minor repair, the person wishing to enter must contact the laboratory director and arrange a time to visit. A visitor admitted in this manner to a laboratory must not be left alone.
3. If entry is necessary at times other than 8a.m.-5p.m. Monday through Friday, it is the responsibility of the project manager or group wishing to enter to contact the laboratory director and/or RMS to arrange for entrance.
4. In an emergency situation, dial 911. In an urgent situation (for example a broken gas or water line) RMS or laboratory staff may assist the person needing entry. Call 911 from a campus phone and request RMS support and radio for RMS support and turn off any controls outside of the laboratory. Or, if laboratory staff is present, request that they accompany you into the laboratory to contain the urgent situation. Laboratory staff contact phone numbers are also listed on the door sign and may be dialed. If laboratory staff are not present, wait for police and/or RMS staff.

**IN NO CIRCUMSTANCES IS IT ACCEPTABLE FOR UNTRAINED PERSONNEL TO BE LEFT ALONE IN UNCLEARED AREAS.**