

UTIA Chemical Hygiene Plan Section 4: Pre-Approval of Particularly Hazardous Work

What goes here?

Any signed copies of your lab workers' pre-approvals to work with particularly hazardous substances or procedures must be kept in this section.

Written pre-approval shall be utilized for all laboratory activities which do not follow SOPs. These activities include **off-hours work and sole occupancy of lab** when highly hazardous chemicals are used. Written pre-approval may also be used to designate one individual to perform specialized or infrequent procedures with special hazards. The toxicity of the chemicals used, the hazards of the procedures to be done, and the knowledge and experience of the laboratory workers must be considered in deciding which work will be allowed with pre-approval. A template is given on the next page, feel free to make copies of the template and use it as your lab's pre-approval form. Keep all signed pre-approval documents under Tab 3 of this binder.

Why is it important to keep these documents here?

The pre-approval document states that the worker understands the dangers in the lab, and understands what he or she needs to do to work safely when conditions are other than normal. This would reflect an understanding of the special safety practices that your lab is to be following to comply with OSHA requirements for safe handling of these especially hazardous substances, or especially hazardous work. To assure compliance, all personnel who will be working with these materials must be specially approved, and that approval must be documented.

A hardcopy of the pre-approval form has been provided, as well as an electronic version.