Introductions

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**JABSOM EHSO website is currently under construction and undergoing updates.**
UHCC at Kaka’ako

UH Cancer Center at Kaka’ako Researchers:

- UHCC EHSO Technician is Matt Hiramoto.
  - mhiramoto@cc.hawaii.edu
  - 440-5210

- Matt’s desk is located in the UHCC building A.

- All UHCC training, lab safety, hazardous waste, etc. questions should be directed to Matt.

- Check with Matt about UHCC’s specific policies and procedures.

- **UHCC faculty and staff working in the Vivarium must be trained in and follow all JABSOM Kaka’ako trainings, specific policies and procedures.**
UH Manoa Researchers (IBR):

• UH Manoa EHSO has a large staff dedicated to the Manoa campus.
  • labsafe@hawaii.edu
  • 808-956-8660

• UH Manoa EHSO is located in the MĀLAMA 1 building at 2040 East-West Road.

• All UH Manoa training, lab safety, hazardous waste, etc. questions should be directed to Leimomi Kekina (kekina@hawaii.edu).

• Check with Leimomi about UH Manoa’s specific policies and procedures.

• JABSOM faculty and staff working on Manoa campus must be trained in and follow all UH Manoa trainings, specific policies and procedures.
Environmental Health and Safety Office Programs

- Occupational Health & Safety Program
- Laboratory Safety
- Radiation Safety Program
- Hazardous Materials Management Program
- Diving Safety Program
- Environmental Compliance Program

UH Manoa EHSO site: https://www.hawaii.edu/ehso/
The UH Biosafety Program’s website:
https://researchcompliance.hawaii.edu/

- The Research Compliance Office includes the Biosafety Program, Institutional Biosafety Committee (IBC), and Institutional Animal Care & Use Committee (IACUC), as well as the Human Studies Program (HSP) that oversees the Institutional Review Board (IRB).

- The Research Compliance Office also manages Animal & Veterinary Service's (AVS) website: https://researchcompliance.hawaii.edu/programs/animal-welfare/
Biological Safety: IBC

https://researchcompliance.hawaii.edu/programs/biological-safety/

UH Biosafety Program: Response to COVID-19

The University of Hawaii (UH) is seriously concerned for any researcher, staff member, and support personnel working on material with SARS-CoV2. As guidance for working with COVID-19 material, please direct your attention to and practice these safety guidelines from the CDC, NIH, and ABSA.

What is the Biological Safety Program (BSP)?

The Biological Safety Program (BSP) ensures the protection of faculty, support staff, students by providing training and advisement through best practices; the general public, and Hawaii's natural environment from the exposure to deleterious agents that are biological (including Select Agents and toxins), microorganisms, and recombinant genetic biomaterials which may be considered infectious and transmitted through various means of dispersal.

In addition, the BSP administers the Institutional Biosafety Committee (IBC). The IBC is responsible for ensuring that research, testing, and instruction on biological materials that involve potentially infectious agents and recombinant genetic biomaterials are assessed by regular registration reviews and on-site monitoring of laboratory and field activities of new and ongoing use.

In collaboration with the Environmental Health and Safety Office (EHS/O) and various campuses health specialists and their departmental officials, the BSP ensures that biomaterial activities have registered inventory declarations, permitting, and on-site monitoring of laboratory and field activities of new and ongoing biomaterial use.
Human Studies Program Response to COVID-19

1. STAY AT HOME • MAJOR DISRUPTION
2. SAFER AT HOME • MODERATE DISRUPTION
3. ACT WITH CARE • MINOR DISRUPTION
4. RECOVERY • MINIMAL DISRUPTION
5. POST COVID-19 PANDEMIC • LIMITED DISRUPTION

About Human Studies
Training
UH eProtocol
Institutional Review Board (IRB)
Templates and Forms
Policies
HS FAQs
Information for Research Participants
Resources
Contact
Animal Welfare: IACUC


Institutional Animal Care and Use Committee (IACUC)

Purpose and Responsibilities

The IACUC is required to comply with 9 CFR 2.31(c)(1) - 8 and 2.31(b)(2)(6) & (7), Animal Welfare Act, Animal Plant Health Inspection Service, US Dept. of Agriculture (USDA). The IACUC is also responsible for ensuring compliance with the Public Health Service Policy 39.1.1-8, Health Extension Act, Dept. of Health and Human Services and their agencies because the University of Hawaii receives extramural awards through grants and/or contracts administered by the National Institutes of Health (NIH).

As a condition of agreement between the NIH, USDA, Food and Drug Administration (FDA), National Science Foundation (NSF), Veterans Administration (VA), and National Aeronautics and Space Administration (NASA) funding of live vertebrate animal research and testing, institutions must ensure that such activities conducted at or sponsored by the institution, irrespective of funding shall comply with regulations and policies of the Office of Laboratory Animal Welfare (OLAW), NIH.
UH Safety Trainings:
What is required? What is optional? How often?

- UH EHSO Initial Lab Safety Training Objective: to provide uniform requirements for safe operations in labs as outlined in the University of Hawaii Chemical Hygiene Plan (CHP) and HIOSH title 12, chapter 204 (incorporating OSHA standard 29 CFR, 1910.1450).

- It is the responsibility of the PI/Supervisor to provide each new lab member with:
  - Task and Site Specific Training
    - The Lab Personnel/Student Safety Checklist can be used as a guideline and means of documentation.
UH Safety Trainings:
What is required? What is optional? How often?

- REQUIRED TRAININGS
  - Annual JABSOM Lab Safety Training by EH&S (BIORAFT)
  - Annual JABSOM Hazardous Waste Generator Training (BIORAFT)
  - Initial Biosafety & Bloodborne Pathogens Training (currently on Laulima due to COVID-19)
    - Annual* Biosafety and Annual Bloodborne Pathogens Refresher Training (BIORAFT)
      *UH System requires Biosafety every 3 years, but JABSOM requires it annually.

- MAY BE REQUIRED
  - Annual Respirator Safety Training & Fit Testing (BIORAFT)
  - Annual Initial Radiation Safety Training
  - Transportation of Biological Substances (ORC)
  - Additional trainings required for working in the vivarium

- OPTIONAL TRAININGS
  - Fire Safety Training
  - First Aid & CPR

https://jabsom.bioraft.com/
Establishes uniform requirements for safe use and disposal of potentially hazardous substances in University laboratories.

Maintaining a safe and healthy environment in the laboratory is ultimately the responsibility of the Supervisor or Principal Investigator. However, each individual is expected to conduct all operations and procedures involving chemicals in a safe and prudent manner.

Compliance is mandatory for all employees working in campus laboratories due to requirements of the Hawaii Occupational Safety and Health (HiOSH) division of the Department of Labor and Industrial Relations standard on Hazardous Chemicals in Laboratories. While these regulations pertain specifically to employees, provisions of the CHP apply to students and visitors.

Updated in 2013 to reflect Occupational Safety & Health Administrations (OSHA) required changes (GHS, Labeling, SDS): https://www.hawaii.edu/ehso/ghs-update/

The most recent update (February 2020) can be found here: https://www.hawaii.edu/ehso/wp-content/uploads/CHP-2020-Final-Signed.pdf

**In response to the POST accident that took place on campus in March of 2016 and subsequent HiOSH inspection, it is MANDATORY that all lab personnel read the CHP and a hard copy MUST be in EVERY LAB and the Laboratory Personnel Checklist must be completed PRIOR to working in the laboratory!**
Responsibilities:
Everyone plays a role in safety, but specific responsibilities are listed below

**EH&S**
- Assists PIs and employees with development of appropriate chemical hygiene procedures and practices
- Provide guidance on the selection of appropriate PPE
- Upon request, conduct exposure monitoring
- Keep abreast of legal requirements and communicate them appropriately
- Seeks ways to improve the CHP
- Conducts periodic inspections
- Responds to incidents

**Principal Investigator**
- Provide a safe and healthy work environment
- Implement the CHP
- Develop and implement site and task specific SOPs
- Review and evaluate the CHP and SOPs annually
- Provide the appropriate PPE and Site/Task Specific TRAINING!
- Ensure staff complete all required training
- Conduct periodic inspections
- Know current legal requirements
- Make available their emergency contact information
- Respond to incidents

**Lab Worker**
- Adhere to lab safety protocols and practices
- Ask questions and express concerns
- Complete all training
- Use equipment & PPE properly
- Comply with Kaka’ako policies
- Report all incidents and near misses
- Know what to do in emergency situations:
  - Location of emergency equipment
  - Procedures during an emergency
  - Emergency contact numbers
  - Hazardous spill protocols
Laboratory Attire Policy

Personal attire while in the laboratory plays a major role in determining the level of risk of exposure to hazardous agents and of physical injury. Appropriate PPE and clothing provide an extra layer of protection against spills and splashes.

APPROPRIATE LAB ATTIRE INVOLVES COVERING THE TORSO, LEGS, AND FEET.

- Protective laboratory coats or gowns are needed for protection of personal clothing
- Protective eyewear is needed when conducting procedures that may creates splashes outside of the Biosafety Cabinet (BSC). **Persons who wear contact lenses must wear eye protection when in the laboratory.** Ordinary prescription glasses are not considered effective eye protection since they lack necessary shielding.
- Gloves must be worn when in the laboratory handling hazardous materials
- Hair must be kept away from the eyes and long hair must be tied back
- Shirts or tops that cover the upper torso must be worn
- **Long pants or skirts that cover the wearer to the ankle must be worn**
- Completely enclosed shoes that cover the foot must be worn
  - **NO SLIPPERS!!**
What is Risk?
What is a Risk Assessment?

Risk assessment is the process where you:
1. identify (characterize) hazards
2. analyze or evaluate the risk associated with that hazard, and
3. determine appropriate ways to eliminate or control the hazard

Why should we do laboratory risk assessments: https://www.youtube.com/watch?v=mYTaITYUEKE
As a Graduate Student, there are times when you may have to work late and few people are around.

- Risk of accidents increases the later the hour due to fatigue and rushing to finish and lack of supervision.
- Response time is greatly increased during evening hours due to limited presence of building occupants, so a buddy system must be followed.

**Graduate Students Working Late:**
- Working alone must be approved by PI
- Risk assessment of hazards and personnel associated with the work must be conducted.
- Notify someone else in the area – this buddy should be knowledgeable of the work and aware of emergency procedures
- Routine checks should be done every 15-30 minutes.
- Let security know you are working in the building. Provide location and phone number.

[https://www.youtube.com/watch?v=Y8DBd45W4hY](https://www.youtube.com/watch?v=Y8DBd45W4hY)
Incident and near miss reporting is a tool that documents any event that may or may not have led to injuries or damage.

- Reporting helps to determine causes and corrective actions needed in order to minimize risks and prevent similar occurrences in the future.
- The goal is to identify areas that are in need of improvement to protect everyone, not to assign blame.
- Even near misses and “minor” incidents must be reported. Just because it didn’t result in an injury once doesn’t mean it didn’t have the potential to do so. By reporting near misses, you are not only protecting yourself, but those that may conduct similar experiments.
- Please report incidents and near misses in a timely manner and be as detailed as possible. Again, this is to help us improve safety systems, controls and training.

We hope you do not experience an incident or near miss, but in the event something happens, please help us make this a safer place by reporting.
As classes resume on campus, we kindly ask for your help in keeping our JABSOM Ohana safe and healthy.

- Please stay home if you are feeling ill.
- Please wear a face covering while indoors (even in the labs) and where physical distancing is not possible. Disposable face coverings should be used during biological active manipulation or possible chemical contamination.
- Please keep a physical distance of 6 feet to the extent possible.
- Facilities continues to clean high touch surfaces, but it is your responsibility to clean your personal space.
- Wash your hands frequently or use hand sanitizer when unable to use soap and water.

Each Department has guidelines specific to their spaces. Please talk to your PI regarding departmental guidelines or COVID-19 concerns.

- UH COVID-19 Updates [https://manoa.hawaii.edu/covid19/](https://manoa.hawaii.edu/covid19/)
MAHALO & STAY SAFE!

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