

**Standard Operating Procedure for Performing
Custodial Work in Dartmouth College Laboratories or Workspaces with Hazardous Materials**

Purpose: To ensure the protection and training of custodial and support staff working in Dartmouth College laboratories and workspaces with hazardous materials.

Scope: This policy applies to all Dartmouth College laboratories except those in the DHMC complex (Borwell, Rubin). This policy also applies to other workspaces with hazardous materials, including the Hopkins Center workshops and the Black Family Visual Arts Center. The laboratory spaces include Burke, Cummings, Fairchild, Life Sciences, MacLean, Moore, Remsen, Steele, Vail and Wilder Hall.

Work Hours: Custodial cleaning shall not occur in laboratories outside the hours of 7AM and 11PM. This will minimize the chance of custodians working alone in high-risk areas and improve the communication of hazards between researchers and custodial staff.

Minimum Training: All custodians must complete the following training requirements during the first two weeks of working at Dartmouth College. These training requirements are combined into two training sessions presented by EHS staff or online, and provide the basis for recognizing hazards, employing protective measures and responding to emergencies on campus. For in-person training, contact the Occupational Health Specialist in Environmental Health & Safety at 603-646-1762.

Hazard Communication	29 CFR 1910.1200
First Responder Awareness	29 CFR 1910.120(q)(6)(i)
Personal Protective Equipment	29 CFR 1910.132 - .138
Bloodborne Pathogens	29 CFR 1910.1030

Minimum Protective Equipment: The following shall be the minimum protective equipment for custodians working in laboratories:

- Safety glasses (ANSI Z87 approved)
- Long pants
- Closed toe shoes
- Gloves

Work Practices: The following work practices should be followed:

Floor Care:

- Laboratory floors can be either dry or wet mopped
- Lab floors must be accessible for cleaning. Researchers are responsible for ensuring floors are accessible. If the floors are not clear, the custodial supervisor will communicate with the researcher of what needs to be done before proper floor care can be performed.

- Laboratories shall not be vacuumed without prior approval of the researcher and the custodial supervisor. Vacuuming should be used for special application only using a certified HEPA vacuum cleaner.

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Trash Handling and Removal:


- General trash is placed in a gray/brown trash container with a clear plastic liner. Custodians should remove the entire bag when emptying these trash containers. Do not dump the trash into a larger container.
- Glass (broken and not broken) must be triple rinsed by the researcher and placed into cardboard boxes labeled "glass only". When the boxes are full, they are closed and sealed by the researcher. The custodians should dispose of the box containing glass in the regular trash as one unit. Do not empty the box.
- Biological waste is placed into orange autoclave bags by researchers. Laboratories will autoclave the orange bags then place the orange bags into a clear bag as required by the Lebanon landfill. Once the orange autoclave bags are placed into a clear bag, custodians can dispose of these bags in the regular trash.

Other Cleaning Tasks:

- Custodians should not clean laboratory sinks or benches. This is the researcher's responsibility. Custodians are allowed to clean benches only after an EH&S laboratory clearance.
- For cleaning windowsills or windows, access must be cleared by the researcher prior to beginning work.
- Researchers should maintain a clear path to allow for unobstructed filling of soap and paper towel dispenser by custodians.

Emergency Procedures:

- All injuries must be reported to the supervisor, Risk Management and EHS. An incident report must be completed.
- Any injury requiring emergency room medical treatment requires transport by Safety and Security or ambulance. No one should self-transport to the Emergency Room.


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