

Environmental Health and Safety

Laboratory Newsletter

Lehigh University

211 Warren Square

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Seven Easy Steps to Staying Healthy

1. Mask up when in all buildings, in outdoor common areas and when close to others.
2. Wear a face shield and face mask if working within six feet or less of other people.
3. Wear gloves if using common equipment. Sanitize equipment after using.
4. Wash your hands frequently for 20 seconds or more. Avoid touching your face, nose or mouth.
5. Keep your PPE clean and covered when it is not being used. Clean face shields before and after use, place face masks or respirators in bags.
6. Practice social distancing. Follow directional arrows, limit the number of people in the elevator, and avoid gathering in the hallway.
7. Eat well and get plenty of rest.



Label all Chemicals and Powders

As a reminder every chemical and powder must be properly labeled and inventoried. The inventory list updated annually is to be posted outside your lab door along with emergency contact information.

Label all Waste

When you are finished with the chemical and it is collected as chemical waste, it must be labeled with a chemical waste label and provide its full name, amount and concentration.

Label all Specimens

Label all specimens and samples used in the experimental process.



The Covid pandemic has much of the Lehigh University staff on a work from home status. This limits the amount of personnel available to receive deliveries.

When placing an order for compressed gas be certain you are available to accept delivery of the gas when it is delivered.

When shipping chemicals be certain to follow federal shipping guidelines. Check with EH&S prior to shipping chemicals.

Remember: Lab coats, safety glasses and gloves are **always** required when working with chemicals or powders in the laboratory. A face mask is also required if others are working in the lab. A face shield may be used in lieu of safety glasses.

Emergency Response

If a fire emergency develops pull the alarm and quickly exit the building.

If a medical emergency develops, call Lehigh University Police **610-758-4200**.

If there is a campus wide emergency you will receive emergency notification and direction.

Be sure to sign up for HawkWatch so that you will receive messages if there is a campus wide emergency.

Never drive a person to the hospital.



Remember to wipe down commonly used items such as door handles, cabinets, refrigerators, freezers, hood sashes, and the laboratory entry door.

Laboratories are to remain clean and free of clutter. Lab ware should be washed and put away. The lab bench and equipment should be wiped down after each use.

Online Safety Training

Online safety training is available at the Environmental Health and Safety website:

<https://facilities.lehigh.edu/environmental-health-safety/online-training-videos-quizzes>

Supervisors are responsible for ensuring their personnel receive the proper safety training.

All laser users must take the Lehigh Laser Safety training and quiz.