



DEPARTMENT OF  
**ENVIRONMENTAL  
HEALTH AND SAFETY**

# EHS BULLETIN

**NOVEMBER 2023**

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## LABORATORY SIGNAGE

Laboratory entry door signage must inform and remind personnel coming into the space of what hazards they may be exposed to. People entering could be new or returning workers, students, maintenance staff, visitors, colleagues, emergency responders, inspectors, and others.

### WHAT IS REQUIRED TO BE POSTED ON OR BY THE ENTRY DOOR(S)?

- NFPA 704 diamond (if chemicals are stored). Must be  $\geq 4$  inches.
- Global Harmonized System Pictograms (if chemicals are stored). Must be  $\geq 2$  inches.
- Personal protective equipment required to enter space OR required to be worn while doing work. Must be  $\geq 2$  inches.
- Emergency contact information. Should list current personnel responsible for the space that could provide specific or technical information in case of emergency.
- For spaces involving radiation, laser, biological, or animal research, please refer to University Research Compliance for specific requirements.
- Optional list any hazard(s) located within the space, especially uncommon or particularly dangerous ones. Examples are flammables, acids, bases, oxidizers, compressed gases, high-pressure equipment, hazardous waste storage, and pyrophoric material. You may want to post signage when certain experiments are active—such as light, sound, or movement-sensitive work.

### WHAT IS REQUIRED TO BE POSTED INSIDE THE LABORATORY?

- Emergency equipment signs such as for a fire extinguisher, eyewash, shower, drench hose, or eyewash solutions. Must be  $\geq 6$  inches in height and width.
- Signage for appliances designating their purpose as either laboratory use or for human consumption. Examples are refrigerators, freezers, microwaves, toaster ovens, ice makers, etc.
- Chemical storage area signage. Locations where chemicals are stored but not visible must be marked. Signage font must be  $\geq 1$  inch in height.
- Satellite accumulation area signage. The area designated for chemical waste(s) must be marked with a sign saying, "Satellite accumulation area."
- Particularly hazardous substances signage. Particularly hazardous substances such as select carcinogens, reproductive toxins, and those having a high degree of acute toxicity require a designated work area. Example signage could be "Danger, (chemical) used in this area."
- Optional locations of spill kit and first aid kit are great ideas. Hazard communicating signs such as those for hot surfaces, exposed parts, nanoparticles, shock hazard, etc. should be considered.

### FOR ADDITIONAL INFORMATION, SEE THE LINKS BELOW:

- [Laboratory Safety Manual](#)
- [Lab Door Placard Form](#)
- [Emergency Contact Information](#)
- [Labeling and Signage Guide](#)

For questions or more information, email [ehs@okstate.edu](mailto:ehs@okstate.edu) or call (405) 744-7241.

# HOLIDAY SAFETY

With the holiday season just around the corner, we want to inform our faculty, staff, and students of helpful tips to keep in mind this holiday season. As families and friends get together, safety should be the first thing that comes to mind. EHS wants to ensure everyone has a safe and enjoyable holiday season with no injuries.

## TRAVELING TIPS

- Remember to keep all distractions away.
- Make sure everyone is wearing a seatbelt properly.
- Traffic is always busy this time of year. Leave early and keep all your attention on the road.
- Make sure your vehicle always has fuel in it. Do not let it get too low.
- Stay up to date with the weather forecast. This could impact your travel.
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## DECORATING TIPS

- Keep all decorations away from any source of ignition.
- Keep all decorations away from exits, fire alarm pull stations, fire extinguishers, smoke detectors, heat detectors, and fire sprinklers. These obstructions can impact not only yourself but others around you.
- Stay away from the fresh-cut trees. These trees are highly flammable. Instead, use artificial trees that are listed as fire-resistant.
- Holiday lighting must be UL-listed with no frays or cuts.
- Make sure to unplug all electrical decorations when you leave the office or house.
- Never overload circuits, extension cords, or outlets. Overloading these materials could cause a fire.

EHS hopes everyone has a safe and enjoyable holiday season. Remember these tips above to keep your friends and family safe.

## FOR ADDITIONAL INFORMATION ON HOLIDAY SAFETY, PLEASE SEE THE LINKS BELOW:

- [NSC Holiday Safety Tips](#)
- [FEMA Holiday Safety Tips](#)

## CURRENT EVENTS

### Bloodborne Pathogen Training

2nd Tuesday of the month, 9-9:45 a.m. and 2-2:45 p.m.  
EHS Conference Room, 003 UHS  
Required annually for members under OSHA's standard  
Registration: email name to [chemicalsafety@okstate.edu](mailto:chemicalsafety@okstate.edu)

### Respiratory Protection

1st Tuesday of the month, 8:30-9:30 a.m.  
FM North Building, Room 101C  
Required annually for members who wear respiratory protection  
Registration: email name to [ohsp@okstate.edu](mailto:ohsp@okstate.edu)

### Fire Safety w/Hands-On Extinguisher Training

2nd Friday of the month, 9-10 a.m.  
EHS Conference Room, 003 UHS  
Come join us for fire safety education featuring the BullsEye laser training device  
Registration: email name to [ohsp@okstate.edu](mailto:ohsp@okstate.edu)

### Monthly Employee Training

3rd Thursday of the month, 9:30-11:30 a.m.  
EHS Conference Room, 003 UHS  
Topics: Hazcom; Fire Safety; Slips, Trips and Falls; Office Safety and Back Safety  
Registration: email name to [ohsp@okstate.edu](mailto:ohsp@okstate.edu)

**For questions about general safety or holiday safety, call EHS at (405) 744-7241 or email us at [ehs@okstate.edu](mailto:ehs@okstate.edu).**