**Environment, Health, and Safety**

**and**

**Facility Maintenance**

**Contact Information:**

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Environmental Health and Safety - <https://www.k-state.edu/safety/> , 532-5856

University Research Compliance Office - <https://www.k-state.edu/comply/>, 532-3224

**Laboratory Startup**

1. **KSU Required Training for Researchers and Student Employees**
	1. **Hazard Communication** (HazCom) training is required for all employees who may be "exposed" to hazardous chemicals when working. "Exposure" or "exposed" under the HazCom standard means that an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact, or absorption) and includes potential (e.g., accidental or possible) exposure. (online or in person)
		1. Training is offered monthly through EHS
		2. Find next training opportunity here: <https://www.k-state.edu/safety/training/hazard-communication/index.html>
	2. **Hazardous Waste Awareness** training is required for all employees generating hazardous waste when working (online)
		1. Training is administered online. See Vivid below.
	3. **University Lab Safety**
		1. Training is administered online. See Vivid below.
	4. **Lasers, Radiation, & Respiratory Protection**
		1. Lasers – only required if using or around class 3B or 4 lasers
		2. Radiation – only required if working with radioisotopes or sealed sources
		3. Respiratory Protection – only required if use of a respirator is required
		4. All are offered online. See Vivid below
2. **Vivid Online Safety Training Platform**
	1. The university uses an online platform from Vivid Learning Systems
	2. New users register here: <https://www.k-state.edu/safety/training/vivid/registration/>
	3. Many courses available and are free to take
		1. See complete list here: <https://www.k-state.edu/safety/docs/Vivid-Course-List.pdf>
	4. After you have registered as a new user, send your course requests to me via e-mail
	5. Common additional classes:
		1. Compressed Gas Safety, Personal Protective Equipment, Biosafety Cabinets, Fume Hoods
3. **K-State Laboratory Signs**
	1. If you are the PI, please ensure the lab safety sign for your lab is up to date
	2. Details can be found here: <https://www.k-state.edu/safety/lab/labsign/>
4. **Chemical Inventory**
	1. You are required to keep an updated inventory of chemicals in your labs
	2. KSU uses an online database
	3. Details are found here: <https://www.k-state.edu/safety/lab/chemical/>
5. **Hazardous Waste Disposal**
	1. Managed by EHS
	2. Request pickups here: <https://www.k-state.edu/safety/training/hazard-communication/index.html>
6. **Lab Safety Manual**
	1. Comprehensive document maintained by EHS
	2. Look here first for answers to lab safety questions
	3. Download your copy here: <https://www.k-state.edu/safety/lab/labsafety/>

**Facility Maintenance**

1. **Maintenance Requests**
	1. I handle most maintenance requests for the college
	2. Please send me an e-mail if you have any issues in your offices or labs
	3. Common items covered by Facilities’ SLA
		1. Lights, door locks, heating and cooling issues, roof leaks
	4. Common items NOT covered
		1. Fume hoods, leaky faucets, backflow valves
		2. I will need a project number *and* fund source before I can submit the request
2. **Small Infrastructure Projects**
	1. I can assist with small infrastructure related projects
	2. Generally, these must be coordinated with Facilities
	3. Common small projects
		1. Additional electrical circuits, move gas or air lines, epoxy floors
3. **Painting**
	1. When I have student help available, I can provide painting services for offices and labs
	2. We have standard colors for the college
		1. Please check with me for info before painting your own spaces