

Policy 902 Dress and Personal Protective Equipment

Policy Number: 902

Effective Date: 06/01/16

Revised Date: 05/14/18; 11/09/2020; 09/20/2023

Scope

This Policy on Dress and Personal Protective Equipment applies to faculty, staff, predoctoral researchers, summer scholars, and applicants ("Covered Individuals") of The Graduate School of the Stowers Institute for Medical Research ("School").

Purpose

The purpose of this Policy is to establish guidelines for Covered Individuals as it pertains to dress for activities and courses as well as establish requirements for Personal Protective Equipment (PPE).

The School is included in the Stowers Group of Companies ("SGC") Organizations and has adopted the following PPE requirements as its own.

Policy

Dress Policy (General)

While in the lab, PPE Requirements must be followed. In addition, it is recommended that Covered Individuals confine long hair and loose clothing. When Covered Individuals are not in a lab setting, they are not restricted from wearing clothing that does not cover the legs (shorts, skirts, dresses), open-toed shoes, perforated shoes, and canvas sneakers.

PPE Requirements (Personal Protective Equipment)

Predoctoral researchers and summer scholars spend most of their time in a laboratory setting and they are to abide by the same requirements and recommendations for personal safety as others who work in laboratories at the Stowers Institute for Medical Research (SIMR). A baseline clothing requirement for entry to any laboratory space (or other space where hazardous materials may be used or stored) has been established and includes:

- Closed-toe, solid top shoes that completely cover the top of the foot
- Clothing (pants, leggings, scrubs, long skirt) that covers the legs so that there is NO exposed skin. Nylons, stockings, and pantyhose do NOT meet this requirement.
- Gloves if touching potentially contaminated equipment

When handling chemical, biological or radiological materials, one must wear the appropriate protective equipment which includes, at a minimum, a lab coat, safety glasses, and appropriate gloves, all of which are provided by SIMR. For a more complete description of the requirements, see the complete PPE Requirements from Environmental Health & Safety on the following page.

Any predoctoral researcher or summer scholar who does not abide by the recommendations will be reprimanded by their faculty or advisor with a verbal warning. If more than one verbal warning is required and the problem persists, the predoctoral researcher or summer scholar can be

referred to the Dean for Academic Affairs for further intervention and issue resolution. Any predoctoral researcher or summer scholar who does not follow the proper procedures when handling chemical, biological or radiological materials will be referred to their faculty or advisor for intervention and issue resolution and may be prohibited from working with those materials in the future.

This Policy was approved by the GSSIMR Board of Directors on September 5, 2018.

This Policy was reviewed and amended by the GSSIMR Board of Directors on November 09, 2020.

This Policy was reviewed and amended by the GSSIMR Board of Directors on September 20, 2023.

This Policy will be reviewed by the GSSIMR Board of Directors in 2026.

Personal Protective Equipment Requirements

From Environmental Health & Safety Department (EH&S)

Proper Attire for Entering a Laboratory (or other space where hazardous materials are used or stored)

- Closed-toe, solid top shoes that completely cover the top of the foot
- Clothing (pants, leggings, scrubs, long skirt) that covers the legs so that there is NO exposed skin. Nylons, stockings, and pantyhose do NOT meet this requirement.
- Gloves if touching potentially contaminated equipment

Laboratory PPE Hazard Assessment Tool (LHAT)

Each PI and Core Head is required to complete the LHAT for all activities that occur in their laboratory or facility. The LHAT aids in the identification of typical hazards found in a laboratory, allows the PI or Core Head to identify which activities occur in their lab, and then specifies the PPE necessary for protecting individuals from the hazards associated with each applicable activity. Each individual is then given information and training, at the lab level, from their PI or Core Head, or their designee, with regard to the PPE necessary when conducting specific activities within the laboratory.

PIs and Core Heads are required to update the LHAT whenever:

- a new hazardous material, condition or process is introduced into the laboratory, or
- annually
- whichever occurs first.

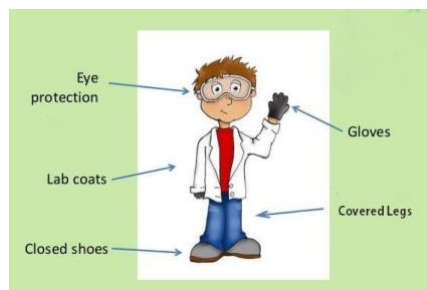
Important Reminders

The proper use of personal protective equipment is necessary to aid in protecting you from exposure to the materials

that you are working with, to prevent you from carrying contamination home with you on your clothing and/or skin, and to avoid cross contamination of your science. Removal and appropriate disposal of contaminated PPE prior to leaving the work area is also important.

Please remember that PPE is only one step in the hierarchy of controls. Some activities require engineering controls, such as the use of a chemical fume hood or biological safety cabinet.

When in doubt, please always ask!! If you are not sure what type of PPE you should be wearing for a certain activity, ask your PI or Core Head. If still in doubt, or if you need a specialty PPE item (such as a specific type of gloves) please let EH&S assist you.



Basic Guidelines for Wearing Scrubs and Lab Coats

Some of our facilities require the use of scrubs at all times. However, when not working in one of these areas, the general rule (please see your lab's LHAT for more specific information) is that scrubs and/or a lab coat must be worn in the laboratory/animal facility environment for any work involving any of the following:

- Work with hazardous chemicals
- Work with hazardous biological materials
 - including (most) animal work due to zoonosis and allergy potential and to prevent cross-contamination
- Work with radioactive materials

The purpose of the scrubs and/or lab coat is to protect the wearer from taking any of the above listed materials or their bi-products out of the facility and home on their clothing. Because the scrubs and/or lab coat may come into contact with any of the items listed above, it is important that they be removed prior to entering:

- Stowers Café
- Break rooms
- Restrooms
- Office areas

This aids in preventing both the accidental ingestion of such contaminants by the wearer as well as the possible spread of contamination to other individuals in these areas - making for a safer environment.

One Glove Rule



If you are wearing gloves in the hallway and you push an elevator button or touch a door knob, for instance, then anyone who witnesses this has the right to be concerned that the surfaces that you have touched are now potentially contaminated with whatever was on your gloves. Your gloves may be clean, but the other person does not know this. As you can imagine, this is a large cause for concern.

If gloves are needed to transport a material outside the lab, then wear one glove to handle the transported item. The ungloved hand is then free and clean to use on door knobs, etc.

Where do I get my PPE?

Safety Glasses

- Regular safety glasses are available in The Cube
- Reader safety glasses are available by contacting EH&S
- Prescription safety glasses are available to eligible individuals. Please contact EH&S for details and for a schedule of the next time the RX Safety Glasses provider will be onsite.

Lab Coats

- Lab coats are available in the lab coat closet on the B3 level, right around the corner from The Cube. Each new individual is given one on their first day.
- When a lab coat is in need of laundering, take it to the lab coat closet for laundering and grab a clean one.

Gloves

- Each laboratory or facility provides a variety of glove choices
 - If you need glove type that your laboratory or facility does not have, please contact EH&S for assistance

Specialty Items

For all other PPE Items not listed above, or other specialty items, please contact your EH&S Committee Representative or EH&S.