1. BTI Personal Protective Equipment (PPE) policy

BTI requires that anyone who enters a laboratory must use appropriate Personal Protective Equipment [PPE]. BTI faculty and managers must enforce the proper use of PPE in laboratory areas under their supervision. Lab-specific PPE policies may be developed, but these policies must adhere to the minimum BTI standard as specified below.

**Safety glasses**

Laboratory safety glasses must be worn in laboratory areas at all times with two exceptions:

1. When using a microscope where safety glasses would impair the ability to examine specimens, unless the microscope is set up in the proximity of hazardous chemicals or a work bench area.
2. When using computers in a lab area that is segregated from hazardous lab activities. Computer areas where safety glasses are optional must be clearly marked with appropriate signage.

All research personnel will be provided with safety glasses. Numerous models are available. Lost or broken safety glasses will be replaced at no cost by the stockroom. It is obligatory for BTI research staff to keep their PPE functional. Laboratory visitors will be provided with visitor glasses, which will be made available outside of each lab and must be worn whenever a visitor enters the lab. Note that conventional prescription eyewear is not a substitute for safety glasses. Some models of safety glasses provided by BTI will fit over prescription glasses.

**Compliance:**

Anyone found not be in compliance with BTI PPE policies must leave laboratory areas immediately. Appropriate PPE use will be monitored, e.g. during safety inspections. BTI employees, students, or visitors found in violation of PPE policies by safety committee members will be asked to leave the laboratory. It is a condition of employment to comply with BTI safety regulations. Repeated infractions will be dealt with as follows:

1. First infraction: the safety committee will send an email to the infracting person, copied to their supervisor or host, describing the incident.
2. Second infraction: the safety committee will send an email to the infracting person, copied to their supervisor or host, describing the incident and the infracting person will be required to view a PPE-related safety video.
3. Third infraction:
   a. written warning, a copy of which will be placed in the employment record
   b. meeting with safety committee
4. Fourth infraction: suspension from any laboratory work at BTI for one week.
5. Fifth infraction: employment termination, at the discretion of the faculty member.

**Protective Clothing**

1. Lab coats and appropriate hand protection should be worn in all instances where hazardous chemicals are handled, especially where the risk of splashes or spillage of chemicals is present. Lab-specific practices for use of lab coats, hand protection, and other appropriate PPE should be specified in the standard operating procedures (SOPs) developed by each research group or laboratory manager.
2. Consistent with current Cornell EH&S policy, BTI strongly recommends that Project Leaders and laboratory supervisors discourage the wearing of shorts and skirts in laboratories using hazardous materials (chemical, biological, and radiological) by laboratory personnel, including visitors, working in or entering laboratories under their supervision. In addition, BTI strongly encourages Project Leaders and laboratory supervisors to require the use of closed toed shoes for all laboratory personnel, including visitors, working in or entering laboratories and laboratory support areas under their supervision.

**Resources:**

Cornell EH&S Lab Safety Manual & Chemical Hygiene Plan
https://sp.ehs.cornell.edu/lab-research-safety/laboratory-safety-manual/Pages/index.aspx

Cornell PPE Assessment Form
https://sp.ehs.cornell.edu/osh/occupational-safety/personal-protective-equipment/Documents/PPE_Assessment_Form.pdf

**References:**

- CFR 29 1910-140 Occupational exposure to hazardous chemicals in laboratories - Lab Standard.

**Revisions:**

7/7/11 Original issue
8/12/14 Safety glasses are required in labs at all times (except for 2 cases). Add penalties for non-compliance. Update to SOP format.
7/20/2015 Change format to new BTI template. Change BTI logo.

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