



Date: 07/20/2006

Effective: 07/20/2006

SOP Number: 0011

Review Date:

Developed By: University Department of Safety and Health

Standard Operating Procedures for Reproductive Health

Purpose

Drexel University strives to provide employees and student workers with a safe and healthful work environment. The purpose of the *Standard Operating Procedures for Reproductive Health* is to minimize individual exposure to reproductive hazards and ensure that employees are informed of the known reproductive hazards in their work environment. This program applies to Drexel University employees and student workers.

Responsibilities

Individual Departments:

- Make employees aware of all known reproductive hazards as part of their regular job duties
- Send employees to required initial and refresher safety and health training
- Provide employees with appropriate engineering controls, training, and personal protective equipment
- Ensure that employees use recommended personal protective equipment and other control measures
- Identify alternate job duties or temporary reassignment within the department, if necessary.

University Employees:

- Follow all recommended work practices including but not limited to wearing appropriate personal protective equipment
- Contact the University Department of Safety and Health to arrange reproductive health counseling and risk assessment
- Report all exposure incidents to their supervisor
- Attend required initial and annual training

Drexel University Department of Safety and Health:

- Develop, and revise as needed, the *Standard Operating Procedures for Reproductive Health*
- As needed, perform workplace hazard assessments
- Recommend engineering controls, safe work practices, and personal protective equipment
- Provide employees and students with reproductive health counseling and individual risk assessment, as appropriate

Hazard assessment

The University Department of Safety and Health performs workplace hazard assessments to evaluate individual exposure to workplace reproductive hazards. The assessment will include an evaluation of established engineering, administrative, and personal controls, and whether or not the established controls are adequate for controlling individual exposure.

Employees or students concerned about their exposure to a hazardous substance in the workplace should contact the University Department of Safety and Health for an exposure evaluation at 215-895-5919.

Standard Operating Procedures

Handling

1. All locations within the laboratory where reproductive hazards are handled must be posted with caution signs. Please refer to the Drexel University's Chemical Hygiene Plan for further details on designated collection areas for carcinogens, mutagens, teratogens, etc.
2. Chemical fume hoods must be used when handling reproductive hazards in the laboratory. If the research does not permit the handling of such agents in a fume hood, consult with the Principle Investigator or the Department of Safety and Health about alternative protection.
3. Where feasible, reproductive hazards are to be manipulated over plastic-backed disposable paper work surfaces.
4. Safety showers and eyewashes are to be present within an acceptable distance of the work area and maintained in proper working order. Bottle type eyewash stations are not acceptable.
5. Lab coats, closed toed shoes and long pants are to be worn when handling reproductive hazards.
6. Eye protection in the form of safety glasses must be worn at all times in the laboratory. All safety glasses must meet the requirements of the American National Standard Institute's Practice for Occupational and Educational Eye and Face Protection (ANSI Z.87. 1 1989). If the potential for a splash hazard exists goggles and possibly face protection must be worn.
7. Gloves must be worn when handling reproductive hazards. Consult appropriate breakthrough data in order to select the proper glove for the chemical used. The following glove selection guide is available on the Drexel University Department of Safety and Health website (www.drexelsafetyandhealth.com):

SpecWare Online Chemical Hand Protection – Ansell Glove Company

<http://www.ansellpro.com/specware/index.asp>

Decontamination procedures

Personnel: Thoroughly wash hands and arms with soap and water immediately after handling reproductive hazards.

Area: All surfaces should be wiped with the appropriate cleaning agent following dispensing or handling. Waste materials generated should be treated as hazardous waste.

Equipment: Decontaminate equipment including vacuum pumps and glassware before removing them from the designated area.

Waste Disposal

All materials contaminated with reproductive hazards should be disposed of as a hazardous waste. Contact the University Department of Safety and Health to dispose of wastes.

Other Resources

For further details on safe laboratory practices including but not limited to waste disposal procedures, eyewash, safety shower and chemical fume hood operations, and designated areas, please refer to the following:

[Drexel University Chemical Hygiene Plan](#)

[Drexel University Lab Safety Manual](#)

[Drexel University Emergency Spill Response Plan](#)

[Drexel University Chemical Fume Hoods and Biological Safety Cabinets](#)

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