

Safety Guidelines – Table of Contents

Safety Committee – Acknowledges

Mission Statement

Opening Comments

Hazard Communication (Right-to-Know)

Personal Protective Equipment (PPE)

Training

1.0 Field Operations

- Biological Hazards/Contamination
 - Introduction
 - Bloodborne Pathogen Standard
 - Universal Precautions
 - Engineering and Work Practice Controls
 - Personal Protective Equipment
 - Housekeeping
 - Hepatitis B Vaccine
 - Post Exposure and Follow-up
 - Communication, Labels, and Signs
 - Training
 - Recordkeeping
 - Summary
 - Suggested Reading
- Chemical Hazards/Contamination
 - Introduction
 - Material Safety Data Sheets
 - Field Environment - Chemical Hazards
 - Personal Protective Equipment
 - Contamination
 - Decontamination
- Personal Protective Equipment
- Safety Protocols
 - Adherence
 - Scene Security
 - Scene Communication
 - Scene Approach
 - Personal Hygiene
 - Universal Precautions
 - Personal Protective Equipment
 - Ventilation
 - Contamination
 - Equipment Inspection
- Hazardous Waste

- Biological Waste
- Chemical Waste
- Crime Scenes
 - Security
 - Homicides/Suicides
 - Clandestine Drug Laboratories
 - Arson Scenes
 - All Other Scenes
 - Firearms
- Autopsies
 - Potentially Infectious Materials
 - Personal Protective Equipment
 - Safety Protocols
 - Fingerprinting Equipment
 - Containment of Contamination
 - Personal Hygiene
 - Exposure Events
- Lasers and Other Light Sources
 - Types of Light Sources
 - Electrical Hazards
 - Scene Security
 - Safe Viewing Perimeters
 - Eye Protection
 - Chemical Hazards
 - Horseplay
- Fire Safety
 - Equipment
 - Fire Extinguishers
 - Transport and Storage of Chemicals
 - Fire Department Assistance
 - Spark/Ignition Suppression
 - Electrical Outlets
 - Ventilation Fans
 - Smoking
- Mechanical Hazards
 - Equipment
 - Vehicles
 - Mechanical Repairs
 - Lighting
 - Accident Prevention
 - Adequate Light
 - Portable Lights
- Ventilation
 - Requirements
 - Ventilation Fans
 - Confined Spaces
 - Clandestine Drug Laboratories
 - Chemical Processing
 - Respirators

- Respiratory Protection
- Material Safety Data Sheets
 - Chemicals Used in Field
 - Clandestine Drug Laboratories
- Medical Surveillance
 - Circumstances for Examinations
 - Responsibility of Supervisor
 - Information to Physician
 - Hepatitis B Vaccine
 - Post Exposure ad Follow-up (Biohazard)
 - Medical Monitoring/Clandestine Drug Laboratories
 - Medical and Exposure Records

2.0 Handling, Packaging and Storage of Evidence

- Biological Hazards/Contamination
 - Recovery of Biohazardous Evidence
 - Potentially Infectious Objects
 - Biohazard Label
 - Biological Fluids
 - Contaminated Clothing, Bedding, Carpeting
 - Vials of Body Fluid Samples
 - Storage of Potentially Infectious Evidence
- Chemical Hazards/Contamination
 - Collection/Identification of Unidentified Chemicals
 - Storage of Flammables and Other Hazardous Chemicals
- Personal Protective Equipment
- Safety Protocols
 - Attire
 - Contaminated Personal Protective Equipment
 - Personal Protective Equipment
 - Handling Potentially Hazardous Materials
 - Contamination of Person/Objects
 - Disposal of Sharps
 - Safety Protocols
 - Clerical and Reception Areas
- Hazardous Waste
- Fire Safety
 - Posting Evacuation Route
 - Procedure for Notification of Fire
 - Fire Extinguishers
- Lighting
 - Lighting Fixtures
 - Emergency Lights
- Ventilation

3.0 Laboratory Operations

- Preamble
- Introduction
 - Requirements for Chemical Hygiene Plan

- Chemical Hygiene Plan - Bloodborne Disease Standards
- Goals of Chemical Hygiene Plan
- Evaluation of Chemical Hygiene Plan
- Application of Chemical Hygiene Plan
- Responsibilities
 - Laboratory Director
 - Assistant Laboratory Director
 - Laboratory Safety and Health Committee
 - Laboratory Workers
 - Review of Chemical Hygiene Plan
- The Laboratory Facility
 - Laboratory Director's Responsibility
 - Maintenance
 - Usage
 - General Ventilation
 - Hoods
- General Principles for Work with Laboratory Chemicals
 - Chemical Exposures
 - Estimation of Risk
 - Exposure to Airborne Hazardous Chemicals
 - Permissible Exposure Limits and Threshold Limit Values
 - Institute a Chemical Hygiene Program
- Components of Chemical Hygiene Plan
 - Basic Rules and Procedures for Handling Chemicals
 - Working with Carcinogens, Mutagens, Teratogens and Substances with High Degree of Toxicity
 - Chemical Procurement, Storage, and Distribution
 - Environmental Monitoring
 - Housekeeping, Maintenance, and Inspections
 - Medical Program
 - Personal Protection Apparel and Equipment
 - Records
 - Labels/Signs
 - Spills and Accidents
 - Training and Information
 - Waste Disposal
- General Principles for Work with Biohazardous Material
 - Universal Precautions
 - Definition of Body Fluids
 - Estimation of Risk
- Procedures for Working with Disease Contaminated Evidence
 - General Procedures
 - Specific Precautions for Handling Potentially Hazardous Evidence
- General Safety Procedures
 - Flammable and Combustible Materials
 - Thermal Safety Procedures
 - Radiation Protection Procedures
- Location and Use of Safety Devices
 - Types of Fires
 - Fire Extinguishers

- Extinguishing Fire
- Fire Blankets
- Emergency Drench Shower
- Emergency Eye Wash
- First Aid
 - General Policies
 - First Aid Kits
- Material Safety Data Sheets
- References
- Appendix One - Sample List of Chemicals in Typical Forensic Laboratory
- Appendix Two - Sample of a Typical Forensic Laboratory Select Carcinogen List
- Appendix Three - Chris System, Chemicals not in Chris List, Chris Compatibility Chart
- Appendix Four - Symptoms of Radiation Sickness
- Appendix Five - First Aid Treatment Techniques
- Appendix Six - Laboratory Safety Inspection Checklist 124

4.0 Photography

- Preamble
- Chemical Hazards
 - Developers
 - Organic Chemicals
 - Developers Chemicals
 - Stop Baths
 - Fixing Baths
 - Hypo Clear/Other Washing Aids
 - Hypo Elimination
 - Intensification
 - Silver and Hypo Testing
 - Print and Negative Cleaning
 - Tray Cleaning
 - Retouching
 - Color Processing
 - Bleaching, Stabilizing and Other Steps in Color Processing
 - Instant Processes
 - Personal Protective Equipment
 - Contamination
 - Photographing Chemically Contaminated Evidence
 - Training
- Personal Protective Equipment
- Safety Protocols
 - Adherence
 - Laboratory Access
 - Personal Hygiene
 - Universal Precautions
 - Basic Rules and Procedures for Handling Chemicals
 - Personal Protective Equipment
 - Accident Prevention
 - Contamination
- Hazardous Waste

- Waste Containers
 - Waste Disposal
 - Silver Recovery Systems
- Chemical Procurement, Storage and Distribution
 - Procurement
 - Chemical Storage
 - Chemical Distribution
- Autopsies
 - Potentially Infectious Materials
 - Personal Protective Equipment
 - Safety Protocols
 - Containment of Contamination
 - Personal Hygiene
 - Exposure Events
- Lighting, Lasers and Other Light Sources
 - Photographic Lighting
 - Handling Photographic Lighting Equipment
 - Types of Light Sources
 - Electrical Hazards
 - Safe Viewing Perimeters
 - Eye Protection
 - Horseplay
- Fire Safety
 - Equipment
 - Fire Extinguishers
 - Emergency Exits
 - Electrical Safety
 - Spark/Ignition Suppression
 - Smoking
 - Sprinkler Systems
 - Smoke Detectors
 - Fire Blankets
 - Fire Prevention Plans
- Mechanical Hazards
 - Equipment
 - Ventilation
- Electrical Hazards
 - Electrical Wiring
 - Light Sources
 - Temperature Control
- Ventilation
 - Ventilation Systems
 - Types of Local Exhaust Systems
 - Processes and Materials Requiring Local Exhaust Ventilation
 - Guidelines for Local Exhaust Systems
- General Housekeeping Requirements
 - Housekeeping
- Safety Devices and Engineering Controls
 - Fire Extinguishers

- Fire Blankets
- Emergency Drench Shower
- Emergency Eye Wash
- Floor Mats
- Waste Containers
- Medical Surveillance
 - Purpose of Medical Surveillance
 - Medical Tests
 - Medical Program
- Training
 - Training
- Sources
- Appendix One - Threshold Limit Value-Time Weighted Averages of Substances Used in Photography
- Appendix Two - Threshold Limit Value-Time Weighted Averages of Photochemical Dusts
- Appendix Three - "Do Not Use" Photographic Materials
- Appendix Four - Respirator Cartridges and Filters Used in Photographic Processes
- Appendix Five - Toxic Gases and Their Common Sources
- Appendix Six - Chemical Hazards in Photographic Processes

5.0 Terminal Operations

- Introduction
- Definitions and Symptoms
 - Video Display Terminal (VDT)
 - Cathode Ray Tube
 - Video Display Operator
 - Cumulative Trauma Disorder
 - Carpal Tunnel Syndrome
 - Computer Vision Syndrome
 - Ergonomics
 - Dry Eye
- Administrative Controls
 - Training
 - Training Elements
 - Worksite Health Surveillance
- Engineering Controls
 - Chairs
 - Chair Design
 - The Workstation
- Environmental Controls
 - Lighting
 - Glare
 - Noise
 - Thermal Environment
 - Radiation Concerns
 - Indoor Air Quality
- Employee Health Concerns

- Mental Stress
- Vision Care
- Posture
- Work Breaks
- Exercises at Work
- Problem Solving Guide
- Authority
- References

6.0 Hazardous Waste

- Material Safety Data Sheets
 - MSDS Requirement
 - 6.1.2 MSDS Letter of Request
- Laboratory Director/Manager Responsibility
- State Regulations
- Classification of Waste
 - General Waste
 - Chemical Hazardous Waste
 - Medical Hazardous Waste
 - Radioactive Hazardous Waste
- Resource Conservation and Recovery Act (RCRA)
 - Elements of RCRA
 - Definition of Solid Waste and Hazardous Waste
 - Definition of Knowingly
- General Violations
 - Labels
 - Posting Warning Signs
- Responsibility for Recovery and Handling Waste
- Other Statutes and Regulations
- Attachment A - Glossary
- Attachment B - Sample Exposure Control Plan
- Attachment C - Sample Respiratory Protection Program