 <b>Department of Medicine</b>	Doc. No:	SOP-Medicine-27	
	<b>Standard Operating Procedure</b>		
	Rev No:	002	
Title: <b>USE OF EMERGENCY EYEWASH AND SHOWER</b>		Page:	1 of 3

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## 1. OBJECTIVE

The purpose of this standard operating procedure is to outline the requirements for the inspection and use of emergency eyewash and shower equipment in NUS Department of Medicine Research Laboratories.

## 2. SCOPE

This SOP applies to all research laboratories at Department of Medicine.

## 3. RESPONSIBILITIES

### 3.1 Principal Investigator / Lab Supervisors

- Ensure that all staff and students who may need to use the emergency eyewash and shower are trained on its usage and aware of its location.
- Ensure unobstructed access to the emergency eyewash and shower.
- Ensure that emergency eyewash and shower are activated weekly and monthly respectively and activation log is maintained.
- Request immediate repair for malfunctioning of emergency eyewash and shower.

### 3.2 Staff assigned to test emergency eyewash/shower

- Check test is completed in accordance with testing schedule and documented


### 3.2 Staff and Students

- Know to use emergency eyewash/shower properly.
- Know the location of the nearest emergency eyewash/shower.
- Know the routes to the emergency eyewash/shower and ensure the area around them are kept clear of obstructions at all times.

## 4. EMERGENCY EYEWASH

### 4.1 Use of Emergency Eyewash

- Do not panic.
- Shout out for help to allow co-workers to assist you.
- Get to the eyewash station and turn on the eyewash.
- Keep your eyelids open by using your hands to ensure adequate flushing of the eyes.
- Rinse both eyes with copious amounts of water for at least 15 minutes.
- Refer to safety data sheet for any further first aid requirements for the hazardous material involved.
- Seek medical attention after flushing the areas of contact.
- Notify PI or lab supervisor of the accident/incident/injury.
- Notify OSHE within 24 hours via the online Accident and Incident Management System (AIMS).

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#### 4.2 Flushing and Inspection: Eyewashes need to be tested WEEKLY.

- Ensure that access to the eyewash is unobstructed.
- Visually inspect the eyewash to ensure that there are no broken parts, leakage etc.
- Verify that protective eyewash covers are properly positioned, clean and intact.
- Check that the spouts are clean, and the bowl and/or sink drains are free of trash.
- Verify that the eyewash unit opens within one second of opening the valve and it remains open without operator's further assistance (stay-open valve) until intentionally closed. Check that the flow is effective and continuous.
- Maintain an activation log for this weekly inspection.
- Notify problems identified during the inspection to NUSMed Research Facilities Management team [medResearchFacilities@nus.edu.sg](mailto:medResearchFacilities@nus.edu.sg) for laboratories at MD1 & MD6 and NUH Maintenance Department (Tel: 67725222) for laboratories at NUH.

### 5. EMERGENCY SHOWER

#### 5.1 Use of Safety Shower


- Do not panic.
- Shout out for help to allow co-workers to assist you.
- Get to the shower and pull the shower handle.
- Remove contaminated clothing and shoes.
- Flush skin or affected area for at least 15 minutes.
- Use an uncontaminated clothing/ clean labcoat or fire blanket to shield the affected individual to provide privacy and to offer body coverage.
- Discard any clothing that may be contaminated as hazardous waste.
- Refer to safety data sheet for any further first aid requirements for the hazardous material involved.
- Contain water flow from showers with absorbent material to prevent the spread of contamination.
- Seek medical attention after flushing the areas of contact.
- Notify PI or lab supervisor of the accident/incident/injury.
- Notify OSHE within 24 hours via the online Accident and Incident Management System (AIMS).

#### 5.2 Flushing and Inspection: Emergency showers need to be tested MONTHLY.

- Ensure that access to the shower is unobstructed.
- Visually inspect the shower to ensure that there are no broken parts, leakage etc.
- Verify that the unit activates within one second of opening the valve and it remains open without operator's further assistance (stay-open valve) until intentionally closed. Check that the flow is effective and continuous.
- Maintain an activation log for all activations.
- Notify problems identified during the inspection to NUSMed Research Facilities Management team [medResearchFacilities@nus.edu.sg](mailto:medResearchFacilities@nus.edu.sg) for laboratories at MD1 & MD6 and NUH Maintenance Department (Tel: 67725222) for laboratories at NUH.

### 6. REFERENCE

NUS Laboratory Design Standard (NUS/OSHE/M/05)

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## 7. REVISION HISTORY

Date Revised	Version No.	Author	Summary of Revisions
15-04-2019	001	Yeo Soh Bee	
15-04-2022	002	Adeline Chow	Update of approver (HOD): Prof Anantharaman Vathsala Section 5.1: Use of safety shower- use of uncontaminated clothing/ clean labcoat or fire blanket to shield the affected individual to provide privacy and to offer body coverage.