PROCEDURE: GENERAL SAFETY RULES

II. RESPONSIBILITY:

The laboratory instructor and laboratory aides are responsible for maintaining this procedure.

III. PROCEDURE:

Laboratory Procedures
All employees working within the District laboratories are provided with a copy of applicable Laboratory Safety System procedures (chemical Hygiene Plan) and provided with training necessary for safe operations. Work study students are also provided with safety training. All employees are required to familiarize themselves with the procedures and sign a statement acknowledging receipt and understanding of the procedures. The signed statement is kept on file by the Chemical Hygiene Officer.

Laboratories are used for laboratory activities ONLY.

If you make a mess, you are responsible for ensuring it is cleaned up.

Disinfectant is used to wipe lab working areas before and after lab activity.

Good laboratory practices are to be followed at all times. If a student is in doubt, direction of the instructor or laboratory aide should be sought before proceeding in ANY activity.

All laboratory assignments MUST take place and be completed in the laboratory. NO lab activity is allowed in classrooms.

ALL LABS MUST BE COMPLETED ON THE ASSIGNED DATE. NO OPEN LABS ARE PERMISSIBLE UNLESS AN INSTRUCTOR OR LAB AIDE IS PRESENT.

Students must not be allowed to congregate in the halls outside the lab while waiting for practical exams to start. This is a fire hazard and disruptive to other classes. Give students a definite time to come to the lab to begin the practical.

Personal Protective Equipment
Safety glasses MUST be worn during ALL laboratory activity involving chemicals, boiling water, use of the Bunsen burner and dissecting by students, instructors, and laboratory aides. Other personal protective equipment (i.e. gloves) is to be worn as directed by laboratory setup instructions or the instructor. Failure to wear appropriate personal protective equipment in laboratory situations
will lead to disciplinary measures, up to and including dismissal from employment or expulsion from the college program.

Personnel working or using the lab must confine long hair, and wear regular length lab coats. When applicable, wear gloves to protect hands from contamination. Inspect gloves before use.

NO clogs, flip-flops, open-toed shoes, sling back heels, sandals, or bare feet are allowed in lab. Regular length lab coats must be worn at all times over all clothing.

Know the location of all fire and first aid equipment.

Use of the Lab
Students are NEVER allowed in the laboratory areas without supervision of the instructor or laboratory aide.

Coats, purses, extra books, or any other materials not being used in the current laboratory activity are NOT allowed in the working area. These items are to be placed in the designated area during laboratory times.

The doors to the laboratory and chemical storage areas MUST be locked upon leaving by the instructor and/or laboratory aide.

Damaged or Defective Equipment
All equipment and materials must be kept in its designated storage area when not in use. Inspect equipment and materials before use. NEVER used damaged or defective equipment.

If equipment is believed to be damaged or defective:
- Discard in the appropriate waste receptacle, OR
- Remove from the work area and place a written notice on it of suspected damage or defect to prevent possible use, AND
- Report damaged or defective equipment to the laboratory aide

NO food, drink, smoking, or children are allowed in the college laboratory areas at ANY time.

NEVER walk away from Bunsen burners when in use.

BE ALERT for unusual or unsafe circumstances in the laboratory areas. REPORT all concerns IMMEDIATELY to the laboratory aide.

If you make a mess, you are responsible for ensuring it is cleaned up.
IV. REFERENCES

OSHA Laboratory Regulations
Appendices to MIOSHA standard: Hazardous Work in Laboratories
Laboratory Safety System Audit Checklist
Laboratory Safety System Procedures:
  Master Copy
  Instructor Handbook
  Laboratory Aide Handbook
MSDS log
Safety Inspection Checklist