UCR Environmental Health & Safety

APPENDIX A

Primary Safety Responsibilities of Teaching Assistants:

- Read and acknowledge the course LHAT to understand hazards in labs and appropriate PPE for use in the space. Follow appropriate safety and PPE protocols during laboratory preparation activities, such as making solutions and preparing student samples, and throughout the duration of each laboratory course.
    - Eye Protection
        - Wear accepted eye protection and understand that it is your responsibility to make sure that the students do too.
    - Long pants and closed toe/heel shoes
        - Wear long pants and closed toe/heel shoes that cover your ankles and the top of your foot. No shorts, dresses, skirts, or sandals are allowed. It is your responsibility to make sure that the students do the same too.
    - Laboratory Coat
        - Wear the appropriate laboratory coat yourself and understand that it is your responsibility to make sure that the students do too.
    - Gloves
        - Wear the appropriate gloves and understand that it is your responsibility to make sure that the students do too.
        - Understand and demonstrate how to safely remove gloves.
        - Ensure gloves are used when the student's hands have fresh cuts or abrasions, when staining microbes, and when handling microorganisms or hazardous chemicals.
- Accidents and Reporting
    - Attend to injury immediately. Request for help if necessary: [Provide contact information professor in charge of the course].
    - For emergencies, call 9-1-1 or UCPD (951) 827-5222.
    - Notify EH&S at (951) 827-5528 or Report an Incident, Injury or Safety Concern at https://ehs.ucr.edu/report. As soon as possible and within 24 hours
    - Report accidents to individual in charge of the course
- Emergencies
    - Familiarize yourself with the Emergency Poster and Emergency Flip Chart and review with students on the first day of lab. Including:
        - Calling 9-1-1 or UCPD (951) 827-5222
        - Incidental and major spill
        - Building evacuation
        - Loss of ventilation
        - Loss of electrical power
        - Fire and fire alarm
        - Natural disaster, such as earthquake
        - Active shooter alert
- Safety equipment

    - Make sure that you and your students know the location of nearest: safety shower, eyewash, fire extinguisher, first aid kit, evacuation route, fire alarm and telephone.
- Supervision
    - Make sure there is at least one Teaching Assistant in the laboratory at all times. Never work alone in the laboratory and never leave your students unattended.
- Know, follow and enforce the policies and procedures for the following:
    - Responding to students or staff who have mental health problems. Refer to UCR RED Folder: https://studentdocs.ucr.edu/counseling/uc-riverside_caps_red_folder.pdf
    - Assisting students and staff for injuries, fainting, or other physical health problems.
    - Generation and disposal of hazardous waste.

While **preparing** to conduct a lab, consider the following questions:

- Where is all the safety equipment in my lab space?
- How do I respond if a student had an incident?
- What are the safety considerations?
- Is there a standard operating procedure (SOP) for this experiment?
- Have I reviewed and signed the SOP?
- Chemicals
    - In advance, check the chemicals for your course and make sure they are correct for the current experiment. Follow specific directions for waste disposal that are given at the weekly staff meetings. Log in waste amounts when required to do so. When your lab is over, make sure that all the bottle caps are back on reagent bottles, the bottles are back on the reagent shelf and check that the caps and tops of waste bottles for your section are on and are closed before you leave. All eco-funnel lids must be in the down position (closed).
- Biological materials:
    - Review ASM Biosafety Guidelines for Teaching Labs.
    - Use microincinerators or disposable loops rather than Bunsen burners, when feasible.

During the lab:

- Wear proper personal protective equipment (long pants, closed toe/heels shoes, lab coat, safety glass or goggles, and gloves) and assess that all students are wearing the same level of PPE as you.
- Safety Consciousness
    - Give your safety orientation talk to your students before they do any lab work. Warn them of particular hazards before each experiment. Do not allow any unscheduled experiments (these often have unexpected hazards). Be firm on safety from the very first day. Inform the professor in charge if you consider any procedures unsafe. Your feedback is very important.
    - Review safety issues for the experiment.
    - Conduct safety moments at the beginning of each class. Resources available: https://ehs.ucr.edu/laboratory/12monthsofresearchsafety
    - Remind students to put cell phones away and not to use during lab session unless instructed to do so.

After the lab:

- Maintenance
    - Clean laboratory at the end of each period and make sure all gas and water valves are turned off. Report all utility problems such as gas leaks, hoods off, or plumbing leaks, etc. to Facilities Services.

Teaching Assistant Acknowledgement

I, _____ (TA's name), have read and understand the responsibilities set forth above. I understand that I must obey these rules to ensure my own safety and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe working environment in the laboratory. I am aware that violations could result in disciplinary action.

_____ _____

Signature Date