

APPENDIX B

STUDENT LABORATORY SAFETY COMMITMENT

Laboratory courses include hands-on, inquiry-based investigations. Laboratory activities involve the use of chemicals, biological materials, or equipment that may pose a health and safety risk to students and instructors if not handled properly. To ensure a safe and healthy environment in our laboratories, the following Student Laboratory Safety Commitment has been developed. Students must sign this commitment form and return a signed copy to their instructor on the first day of the laboratory course and before they can participate in any laboratory work or handle hazardous materials. The students should keep a copy in their laboratory notebook as a reminder of appropriate behavior.

GENERAL REQUIREMENTS

1. Students are **not** allowed in the laboratory without their instructor present.
2. Behave in a mature and responsible manner at all times in the laboratory or wherever hazardous materials are stored or handled. All inappropriate behavior is especially prohibited.
3. Follow all verbal and written instructions carefully. If you are unsure of the procedure, ask your instructor for help before proceeding.
4. Do not touch any equipment or hazardous material unless specifically instructed to do so.
5. Do not eat, drink, apply cosmetics, or chew gum in the laboratory. Wash hands thoroughly after participating in any laboratory activities.
6. Tie back long hair.
7. Do not use cell phones during lab session (i.e. phone calls, texting, checking email, etc. is prohibited while in the laboratory) unless authorized by the instructor (e.g., take photos for experiments).
8. Perform only those experiments authorized by the instructor.
9. Students will receive training related to the locations and operating procedures for all applicable laboratory safety equipment and personal protective equipment (PPE).
10. Use class-designated marking pens and writing instruments, if provided by the instructor.
11. Unauthorized personnel are not allowed in the laboratory. Visitors must be authorized by the instructor and the faculty in charge of the course.
12. Never sit or stand on laboratory benches or countertops.
13. Do not handle broken glass with hands; use a dust pan and broom.

HANDLING HAZARDOUS MATERIALS AND EQUIPMENT

1. Wear personal protective equipment (PPE) in the laboratory **at all times**.
 - PPE consists of **long pants (no shorts, dresses, or skirts) and closed toe/heel shoes** that cover the top of the foot and ankles (ballet-style slippers are not permitted), **laboratory coats, safety eyewear** (splash goggles or safety glasses, as directed), and **gloves**. Safety eyewear must be worn whenever chemicals, hazardous materials, heat, or glassware are used by either the instructor or the students in the laboratory, or as directed. Avoid wearing loose or flammable clothing; long hair should be tied back.
2. Headphones are **not** permitted in the laboratory. Remain alert at all times.

3. Report any incident (including all spills, breakages, or other releases of hazardous materials) to the instructor/TA immediately—no matter how insignificant it may appear. This should include all injuries such as cuts, burns, breathing problems, or other signs of physical harm. It is encouraged that students also report incidents that do not result in physical harm, so that lessons can be learned from these “near misses”.
4. Never remove chemicals, hazardous materials, equipment, or supplies from the laboratory area.
5. Carefully examine all equipment before each use and report any broken or defective equipment to the instructor immediately.
6. Always close chemical containers and return chemicals to their proper location after use.
7. Properly dispose of all hazardous material waste, as directed.
8. Never enter or remain in the science laboratory storage rooms or preparation areas unless accompanied by an instructor or a designated individual.
9. Clean your work area and help clean common areas before leaving the lab.

HANDLING BIOLOGICAL MATERIALS AND EQUIPMENT

1. Disinfect bench before and after the laboratory session with a disinfectant known to kill the organisms handled. Use disinfectants according to manufacturer instructions.
2. Do not mouth pipette.
3. Use proper transport vessels (test tube racks) for moving cultures in the laboratory, and store vessels containing cultures in leak-proof containers when work with them is complete.

HEATING SUBSTANCE

1. Never reach over an exposed flame or hot plate, or leave a flame or hot plate unattended.
2. Never point a test tube or reaction vessel of any type toward another person.

SAFETY COMMITMENT

I, _____ (student’s name), have read and understand the Student Laboratory Safety Commitment 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 of this safety code will result in disciplinary action as specified in the Code.

Student Signature

Date