

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
DEPARTMENT OF

LABORATORY AND FIELD SAFETY PROCEDURES: Instructor

Safety must be a primary consideration for all persons working in a biological, laboratory or field site.

Laboratory/Field activities have been selected for their interest and relevance to the lecture class material as well as their expected safety for students learning new techniques. Students have the responsibility for learning and understanding the appropriate safety procedures for each specific activity. Further, each student has an obligation to consult the instructor for help when safety procedures or instructions are not clear. The following general procedures must be observed.

- Before beginning the first activity, familiarize yourself with the location of all safety equipment; e.g., safety shower, and eye wash or sink area. Consult with your instructor regarding the proper operation of this equipment. (Small fires can usually be extinguished by smothering. Fire extinguishers should be used only by trained personnel. Use them only if you are confident that you know the proper procedures and can safely use them.) Note that all safety precautions are described in the lab/field experimental protocols.
1. ***Show the location of the safety showers and eyewash and express the importance of keeping that area clear of any and all obstructions. Show them the fire extinguisher and tell them to use it only if they know how. Show the location to the door to use in the event of an emergency evacuation. Have students to note this. Remember as the instructor you are reasonable for ensuring that all students evacuate the building in safe orderly manner.***
 - Approved goggles or safety glasses with side shields must be worn at all times while you or others are working with any hazardous chemical materials or liquids that could splash into a person's eye. Anyone not complying with this requirement will not be allowed in the laboratory.
 2. ***Put yours on and show them what they look like. If students don't have a pair, they may purchase items at the book store.***
 - Wear appropriate clothing for lab/field activities. In the lab, this includes eye protection, closed-toe shoes, and a lab coat; in the field, wear appropriate clothing for the environment as noted in the course materials and by the instructor. There will be no exceptions.
 3. ***BE A GOOD EXAMPLE yourself! DO NOT wear flip-flops and teach! Make sure you wear appropriate clothing for each activity. Remind students on what to wear or bring for the next lab meeting.***
 - Laboratory bench work is not permitted in the laboratory when an instructor is not present. Follow-up activities outside of regular class periods must occur in accordance with schedules set up by the laboratory instructor. Performance of unauthorized experiments is not allowed.
 4. ***Remind students of this every time you need to leave the room, even briefly.***
 - None of the following is permitted in the laboratory at any time: application of cosmetics (including chap stick), smoking, eating, drinking, or sitting on lab benches.
 5. ***Make this point clear at the first class and the beginning of every class.***
 - No personal electronic devices (such as cell phones, pagers, radios, video cameras, etc.) are permitted to be used in the lab or during field activities except when used for instructor-approved educational/safety purposes.
 6. ***Tell students to turn off their cell phone, I-pods, etc. and to leave them in their backpacks during class.***
 - Visitors to the lab are NOT ALLOWED except by express permission of the instructor and department chair. Visitors are required to have the same eye protection and lab wear as all others in the laboratory, and must complete and sign a Personal Liability Waiver Form.
 7. ***Every person in the lab is your responsibility and they must follow the same rules as your students.***
 - Dispose of all materials, including animal parts, chemicals, glassware, and plastic ware, in the correct manner as shown by your instructor.

8. Point out the location of the waste containers. Tell them to ASK if they are not sure where waste goes. Remind them that trash cans are for non-hazardous, non-sharp, dry waste only.

- Report any accident, even the most minor, to your lab instructor.

9. Tell students that they must inform you immediately when they are injured.

- In case of a chemical splash of any type, flush the area thoroughly with water for at least 15 minutes. For chemicals in the eyes, use eyewash if available; and if not, use water from a sink faucet.
- File reports promptly http://www.calstatela.edu/sites/default/files/univ/ehs/docs/rm/al_injury_report.pdf (injuries)

10. 15 MINUTES is the minimum time in the shower or eyewash.

- Animal use is regulated by the Institutional Animal Care and Use Committee and approved protocols must be adhered to precisely. If live vertebrate animals are being used, your instructor will discuss the appropriate procedures, which will also be included in your lab/field manual or handouts. Understand them and follow them.

11. Remind students that you will go over any animal-specific procedures as they occur and that they are required to follow them, without exception.

- At the end of any lab- or field-associated activities, you must return the work space to the original state before you leave the area. Clean up all debris, spills, etc. and do not leave any materials out.

12. Ask the students to look around. Has the area been cleaned before they leave?

- Do not use equipment or supplies from any lab other than the one assigned to your class unless authorized to do so by your instructor.

13. No one can use outside equipment, unless they have your approval.

- Wash your hands before you leave the laboratory.

14. Show them the sink and the soap. Hopefully they can do the rest.

- Phone numbers in case of emergency: 911; 3-3700 (campus police); 3-3531(Environmental Health and Safety).

15. Emergency numbers should be posted by every phone. Lift the receiver from the phone to make sure it works and tell your supervisor if it does not work.

<http://www.calstatela.edu/ehs/hazard-incident-report> (report unsafe conditions)

I, _____, certify that I have presented the safety procedures to all students in a

(Instructor's Name- Print)

thorough and well structured manner. I understand that these safety procedures provide basic information for working safely with chemicals and operations in Visual Arts. I also understand that as an instructor, I am responsible for ensuring that students attend training and work safely when exposed to the potential health and physical hazards associated with the use of chemicals and equipment in this course.

Instructor Signature: _____ Date: _____

Employee: ID No. _____ Term/Year: _____ Course No.: _____ Section: _____