

LABORATORY SAFETY TRAINING PROCEDURE

This document summarizes the training which is given to each of the undergraduate students who use the teaching laboratories. Copies of the actual safety training information given to the students can be found in the student's copies of the laboratory manual.

When the Training is Given

All students are given basic laboratory safety training at the beginning of their first meeting in the laboratory. The subjects covered in this initial training, listed in this document, covers basic, generic laboratory safety issues. Additional training given at the start of each experiment covers safety issues related to the experiment the students will perform during that class meeting.

Who Gives the Training

The training is given by the laboratory's instructor, usually a teaching assistant or possibly a member of the faculty or one of the department's safety coordinators. Whoever the instructor is they would have attended the annual departmental safety training seminar and the quarterly laboratory safety seminar for instructors.

Subjects Covered When the Class First Meets in the Laboratory

The instructor starts by describing the student's role in the Illness and Injury Prevention Program and the benefits and responsibilities associated with being a part of this program. The following matters are emphasized:

- C Every Student's Responsibilities: every student is considered part of the existing safety program, obey the safety rules, seek out additional information/training when necessary, safety is both an individual and group responsibility.
- C Every Student's Right-To-Know: students have a right to know what hazards they may encounter while pursuing their education and what measures to take to protect themselves. The instructor will provide training and information about chemical, biological, radiation and physical hazards.
- C Instructor's Responsibilities: provide the training and information, act as a resource for additional training/information, sets and example, enforces the rules, document all safety training.

The instructor then shows the students all of the laboratory safety equipment and discusses basic safety procedures. The instructor will then show the students places and equipment in the laboratory which might pose a health risk. This will vary from laboratory to laboratory.

Subjects Covered Each Time the Class Meets in the Laboratory

The instructor will review health and safety issues pertaining to the experiment the students will perform during that particular laboratory session. Since this varies almost weekly this part of the training is given time a new experiment is started. A detail list of these hazards is given to the

students. A copy of this is included in the Chemical Hygiene Program binder.

Records of Training

At the conclusion of the initial training session the instructor will ask the students to sign a roster acknowledging that the training has been given, that they understand what is expected of them and that they understand that they have certain rights regarding laboratory safety. This roster will be kept in a safe place.