**CALIFORNIA STATE UNIVERSITY, LOS ANGELES**

**DEPARTMENT OF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***LABORATORY AND FIELD SAFETY PROCEDURES:***

***Student’s Training Acknowledgement***

***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.

* Know the location of the safety shower and eyewash. It is important that these areas are kept clear of any and all obstructions.
* Know the location of the nearest fire extinguishers. Keep the location clear of obstructions. These extinguishers are for use by those that know how to use them.
* Know the location of each emergency exit path and the location of the emergency assembly point. In the event of evacuation, meet with your professor at the assembly point in order to account for your safe evacuation.
* Wear approved goggles or safety with side shields 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. The bookstore has safety eyewear for sale.
* 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.
* 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.
* 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.
* 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.
* 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.
* Dispose of all materials, including animal parts, chemicals, glassware, and plastic ware, in the correct manner as shown by your instructor.
* Use the propertype of waste container. Remind them that trash cans are for non-hazardous, non-sharp, dry waste only. If you are not sure where waste can be properly disposed, ask your instructor.
* Report any accident, even the most minor, to your lab instructor. Notify your instructor as soon as possible if you are injured. File injury reports promptly. Obtain forms from your instructor or **http://www.calstatela.edu/sites/default/files/univ/ehs/docs/rm/al\_injury\_report.pdf**
* 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.
* 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.
* 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.
* 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.
* Wash your hands before you leave the laboratory.

Emergency numbers on campus phone extensions:

 911 (campus police emergency line) 3-3531 (Environmental Health and Safety)

 323-343-3700 (campus Public Safety from your *cell phone*)

Check that phone extensions are in working order. Tell your instructor if it does not work or report using **http://www.calstatela.edu/ehs/hazard-incident-report** (report unsafe conditions)

**Acknowledgement of training:**

Employee: ID No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term/Year: \_\_\_\_\_\_ Course No.: \_\_\_\_\_\_\_\_ Section: \_\_\_\_\_\_\_\_\_

Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name-Print)

I have received training in the above checked items from my instructor.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_