Laboratory Safety Rules and Agreement:

Instructor’s Name: ______________________________ Course Section #: ______

LABORATORY SAFETY:
Laboratory activities enhance the students’ understanding of biological concepts. During these exercises, the safety and responsibilities of each individual, student or employee, are extremely important. The following information will prepare you in laboratory safety precautions, personal health emergencies, and emergency evacuation.

Each student is responsible for learning these precautions, using their skill and common sense to maintain a safe laboratory. Each student is also responsible for informing the laboratory instructor of any possible hazards or accidents. Therefore, EACH STUDENT MUST READ THE FOLLOWING GUIDELINES AND POSSIBLY ATTEND A MANDATORY TRAINING SESSION LED BY YOUR INSTRUCTOR. THEN YOU WILL BE ASKED TO SIGN THIS SAFETY AGREEMENT. When you sign this form, you agree that you have been informed of the hazards and safety precautions in the laboratory. IN ORDER TO PARTICIPATE IN THE LABORATORY, EACH STUDENT MUST SIGN THE INSTRUCTOR’S MASTER FORM (a duplicate form is in your lab manual). If you do not sign this agreement, you must drop the course. The signed form will be stored in the department.

SAFETY GUIDELINES:
1. Be prepared. Study the assigned exercise before you come to lab. Ask your instructor to clarify any area of the exercise that you did not understand before you begin to work. Never attempt unauthorized or unassigned experiments.
2. No eating or drinking is permitted in the laboratory. No gum or gum chewing allowed in the laboratory at any time. Keep all food/drink outside the laboratory or in a closed backpack.
3. Backpacks, purses, books, coats, or other personal items are to be stored/kept in designated areas only. DO NOT block walkways or entryways.
4. Only students registered in the course will be permitted in the laboratory.
5. Be organized. Arrange the materials you need for the exercise in an orderly way. Maintain a clean, open work area, free of anything except those materials directly needed for the exercise. Keep laboratory material/equipment away from the edges of the work surface.
6. Wash your work space (tables) before and after a laboratory session.
7. If you have any medical or other health consideration that may interfere with your laboratory experience, notify your instructor in writing prior to the laboratory. This includes allergies.
8. Safety equipment is required for dissection labs, all microbiology labs and other labs designated by the instructor. (Safety Equipment includes: lab glass/goggles, closed toed shoes-required in Microbiology and dissection labs, dissection gloves...). Students need to provide their own goggles and gloves. Lab coats/aprons will be provided for students in Microbiology labs and dissection labs.
9. If the laboratory procedure involves usage of a flame, hair touching the shoulders must be pulled back and secured.
10. Know the location of the following in your laboratory:
   - First Aid Kit
   - Eyewash Station
   - Fire Blanket (if present)
   - Fire Extinguisher
   - Emergency Telephone
   - Exits from Laboratory
   - Evacuation Procedures
   - Nearest Fire alarm
11. Read the labels on all chemicals used and observe safety precautions. Material Safety Data Sheets (MSDS) are available in the biology storeroom (Rm. 249) for each chemical used. The MSDS information is provided by the vendor when chemicals are purchased contains safety precautions for specific chemicals.
12. Keep your hands away from the sharp or pointed end of equipment such as scalpels, dissecting needles, and scissors.
13. Use laboratory materials and equipment only as directed and return it to its original place when the exercise is completed. This includes pushing your lab stool under the table.
14. Observe all directions in the procedural steps of the investigations/exercises to avoid potential hazards.
15. Use chemicals carefully and only in the designated areas. All chemicals are labeled with the universal diamond. In each colored diamond, there is a number (0-4) or a symbol indicating the type or level of health hazard. The numbers range from 0 (no known hazard) to 4 (most dangerous level).

16. If you get chemicals on your hands, rinse them with water for 15 minutes. If you get chemicals in your eyes, flush your eye with water for 15 minutes in the eyewash. Inform your instructor of the accident and seek medical attention.
17. Always wash hands after removing dissection gloves and before exiting the laboratory.
18. Never point a test tube containing a reacting mixture or one that is being heated toward another individual or yourself.
19. Place contaminated material, sharp objects, chemicals, or biological wastes in their appropriate containers as instructed. Contaminated sharp objects need to be placed in a hard-sided biohazard box.
20. Inform your instructor of broken glassware so that it can be cleaned up properly. DO NOT PICK IT UP WITH YOUR FINGERS.
21. If a chemical spill occurs, notify your instructor immediately. DO NOT ATTEMPT TO CLEAN UP A CHEMICAL SPILL YOURSELF.
22. If body fluids are being studied, work only with your own. Special precautions to prevent contact with body fluids may include wearing gloves, gowns, aprons, or masks, as directed by your instructor.
23. Never put anything in your mouth and never touch or taste substances in the laboratory unless your instructor specifically directs you to do so.
24. Never smell substances in the laboratory without specific directions from your instructor. Even then, do not inhale fumes directly; instead, wave the air above the substance toward your nose and sniff carefully.
25. Approach laboratory work responsibly. Never engage in horseplay or practical jokes of any type in the laboratory. Pay close attention when disposing of material. All contaminated material must be disposed of properly by following instructions precisely.
26. EVACUATION Procedures: ALL LABS are to head UP the stairway near the women’s restroom next to room 257. Proceed up the stairs out the doors and around the building toward the Kasey Hart Nature Trail. Proceed past the doors for the automotive department and into the parking lot. Stay with your lab class to allow a headcount.
27. PERSONAL INJURIES/EMERGENCIES: Report any personal injuries that occur in the laboratory to your instructor immediately. A student injury form will need to be filled out. Remain calm. Any material used to clean up human blood must be disposed into biohazard bag.

FOR EMERGENCIES: Monday – Thursday, 7:30 am until 10:00 pm
                  Friday, 7:30 am until 5:00 pm

Dial O for the operator. If an ambulance is needed, dial 9-911. Provide the 911 operator with the following information: location of the patient, your name and all details about the nature of the emergency. If an ambulance is not needed, dial the MCC security desk x545 appropriate assistance will be provided. Remain at the scene until the ambulance or MCC staff member arrives. If the emergency is not during the normal business hours, call the 3rd shift custodian/security’s pager (9-557-5648). If there is no answer, dial 9-911 if the situation warrants and follow their directions.

I have read and understand the above rules of safety and I agree to abide by all of these rules, follow the instructor’s directions (both written and verbal) and act responsibly and safely at all times. In conclusion, I understand that I may be forbidden to participate in the laboratory experience if I am in violation of any safety rule or procedure. I am also aware that not participating in the laboratory experience will result in failure of this course.