



Policy #: TBD
Revision: Version 1
Approval: Environmental Health and Safety Committee
Effective Date: 7/1/2013

Title

After Hours Access Policy for Art Studios and Science Laboratories

Purpose

The purpose of this policy is to provide environmental safety and security for students, faculty and staff who perform work in art studios or science laboratories after normal business hours.

Definitions

Art Studio – any facility that falls under the Visual or Performing Arts department including the theatre facility. Open access computer labs are excluded.

Science Laboratories – any laboratory facility that falls under the College of Science and Engineering or the School of Pharmacy. Open access computer labs are excluded.

After Hours – “After Hours” is defined as anytime classes are not in session for a particular department, or there is no faculty or staff in the building or department area to monitor activities.

Scope

This policy applies to all students and employees of Wilkes University. Faculty and staff who teach, or are responsible for a studio or a laboratory, must convey this policy to the students (See related policy regarding lab and studio safety requirements).

Policy

Section 1: Authorization and Supervision

Undergraduate students are not permitted to work alone outside normal working hours in art studios or teaching and research laboratories. It is our policy that undergraduate students must follow the “Buddy System” procedures as described below.

Graduate students who must work alone in a studio or laboratory must follow the “Procedure for Notifying Public Safety” if they do not have a buddy as described below. Faculty/staff who must work in a laboratory after hours must also follow the “Procedure for Notifying Public Safety.”

Additionally, faculty and staff working alone in their office or performing non-hazardous activities on campus after 10:00 PM “door lock” should notify Public Safety of their location and estimated length of stay.

Section 2: Procedure

Undergraduate Student Procedure- must have a buddy when working alone in a studio or laboratory after hours, weekends, holidays or when there is no faculty or staff member in the building during normal business hours. Your “buddy” must be nearby so that he/she can call for help in an emergency (fire, spill, contamination, illness, injury etc.). A buddy can be a fellow student, Faculty/Staff member or co-worker.

Graduate Student/Faculty/Staff Procedure- When working alone in a studio or laboratory after hours, weekends or holidays graduate students and faculty must call public safety at ext 4999 if they do not have a “buddy”. Inform public safety of the following:

- Location
- Approximate length of stay
- Intention to call when you are ready to leave

Public Safety will log this information and if a second phone call is not received, they will check on the solo worker.

General Rules for Graduate and Undergraduate Students:

- Faculty Supervisor must know when any student is working in a laboratory and what procedure is being conducted.
- Students must be trained on working with hazard substances and equipment that they will be working with.
- All students must know what to do and who to contact in the event of a chemical spill or accidental exposure.
- All students must know who to contact in case of a fire or medical emergency.

Policy Implementation

Provost office and the Environmental Health and Safety Committee

Related Policies

“Studio and Laboratory Safety Requirement Policy”

Contact

Name: _____ Title: Chief of Public Safety and the Provost

Phone: _____ email: _____

(this will be the reach person(s) best positioned to answer questions regarding the implementation of the policy.)

Forms

None required