



Policy #: TBD
Revision: Version 1
Approval: Environmental Health and Safety Committee
Effective Date: 7/01/2013

Title

Instructor Safety Requirement for Science Laboratories and Art Studios

Purpose

The purpose of this policy is to provide students with a mandatory safety training presentation before they can participate in laboratory or studio activities.

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.

Scope

This policy applies to all faculty and staff that teach in a lab or studio or oversee student research activities in a lab, studio or field work setting.

Policy

Student Safety Presentation

All faculty who teach or oversee research in a science laboratory or visual or performing art studio are required to provide safety training to all students attending their course or performing research in their facility. This includes faculty who conduct student “field work” . At a minimum, the following topics must be presented on the first day of class as part of the syllabus review or before a student may be permitted to work in the facility.

- Location and contents of the lab/studio safety manual including the safety practices and standard operating procedures specific to the facility
- Location and contents of the Safety Data Sheets (SDS) binder including a review of the Hazard Communication policy
- Emergency contact information and nearest phone location
- Review Lab/Studio access policy for working outside of class or performing research, including normal day-time hours and nights and weekends.

- Location and use of fire extinguishers and the Emergency Egress Map located within each facility
- Location and use of all other safety equipment in the lab/studio (eye wash, shower, first aid and biohazard kits)
- Personnel Protective Equipment (PPE) requirements while in the lab/studio (safety glasses, lab coats, etc.
- A safety review of proper clothing attire and footwear including tying back loose hair and removal of jewelry as needed, etc.
- Direct students to report any accidents, injuries or unsafe conditions immediately to the instructor.

Student Acknowledgement:
 After providing a review of the safety topics listed above, the students are required to acknowledge that they received the safety presentation prior to performing course work or research in the lab or studio. The attached sign-off form can be used as the template for obtaining student signatures.

The signed hardcopy forms of the student acknowledgements must be stored at the department level for review by the university safety committee.

Exclusions:
 Computer laboratories are excluded from this requirement.

Additions:
 Safety topics not included above should be included in the training based on the nature of the facility and/or at the discretion of the department or faculty member.

Policy Implementation

Provost office and the Environmental Health and Safety Committee.

Related Policies

After Hours Access Policy for Art Studios and Science Laboratories

Contact

Name: _____ Title: The Environmental Health and Safety Committee

Phone: _____ email: EHSC@wilkes.edu
 (this will be the reach person(s) best positioned to answer questions regarding the implementation of the policy.)

Forms

See attached “ Student Acknowledgement Form” template

