

Appendix B

TUSCULUM UNIVERSITY DEPARTMENT OF NATURAL SCIENCES

Laboratory Safety Contract

The laboratory is a place where students have the opportunity to have hands-on experience with the concepts learned in lecture. The laboratory is designed to be a safe environment provided the guidelines listed below are followed. You are required to learn and abide by these safety guidelines in order to ensure your safety as well as the safety of others in the laboratory. When appropriate, your instructor will provide additional safety precautions prior to the start of a new laboratory exercise.

Disclaimer: The safety procedures and guidelines presented have been compiled from sources believed to be reliable and provide the student with appropriate information regarding basic safety in the academic laboratory. It should not be assumed that all necessary warnings and precautionary measures have been covered, or that additional information may not be required.

The information below will be reviewed with the students. Each student is required to sign and return a statement of understanding and awareness document. Students will not be permitted to participate in laboratory exercises until they have completed and submitted this form to their instructor.

Personal Protection:

- Safety glasses/goggles must be worn at all times for protection against laboratory accidents caused by others and yourself. Persons wearing prescription glasses must also wear safety goggles. Contact lenses are discouraged as chemical vapors can be trapped between the lens and the eye. Any student wearing contact lenses is required to notify the instructor.
- Closed-toe shoes that will shed liquids must be worn in the lab. Sandals are not permitted.
- Long pants must be worn in the lab. No shorts or skirts are permitted. Sleeves should be close-fit. No neckties or scarves are permitted.
- Long hair must be tied back.
- Jewelry should not be worn in the laboratory as chemical exposure can cause irritations.
- Cosmetics, antibiotics, or moisturizers are not to be applied in the laboratory.
- Never taste, smell, or touch a chemical or solution.

Preparation for Laboratory Accidents:

- Understand what a Safety Data Sheet (SDS) is and where they are located. Understand how to read safety information from a reagent vessel.
- Know the location of laboratory safety equipment – eyewash station, safety shower, fire extinguisher, fire alarm, first aid kit.
- All accidents are to be immediately reported to the laboratory instructor.
- If chemicals come in contact with skin, quickly flush affected area with copious amounts of water. Notify the instructor.
- If chemicals splash into eyes, use eyewash station to flush eyes with copious amounts of water. Notify the instructor.
- If chemicals come in contact with a large portion of the body, use the safety shower to immediately flood the affected areas with water. Remove all contaminated clothing. Notify the instructor.
- In case of a fire, notify the instructor immediately. Small flames may be smothered with a beaker or other vessel.
- Cuts and abrasions should be immediately flushed with water. Notify the instructor.
- Chemical spills – notify laboratory instructor immediately, warn entire class of the accident, follow clean-up procedures as directed by the instructor.

Laboratory Conduct:

- Eating, drinking, smoking, and all forms of tobacco use are strictly prohibited in the laboratory. Do not place any objects, such as pens and pencils, in the mouth during or after the lab period. Objects placed on lab bench should be considered contaminated.
- Do not work in the laboratory when the instructor is absent.
- Do not perform any unauthorized experiments. Do not alter or deviate from the experimental procedure unless instructed to do so or given permission by the instructor.
- Never taste anything or directly inhale vapors from a chemical or chemical reaction.
- Do not place coats, books, backpacks, etc. on the laboratory benches or on the floor. The instructor will indicate where such items should be stored during the laboratory period.
- Immediately clean up spills around the lab bench and any other areas where reagents have been used.
- Discard all waste materials as directed by the laboratory instructor.
- Horseplay and careless acts are prohibited in the laboratory. Guests are not permitted in the laboratory unless approved by the instructor.
- Cell phones and other electronic devices are not permitted during the laboratory period unless permitted by the instructor (e.g., calculator usage).
- Prepare for each laboratory by reading through the assigned materials prior to lab. Complete the pre-laboratory assignments as required.
- Always wash hands before leaving the laboratory.

Safety and Emergency Contact Information

I. Emergency Providers

Emergency Medical Assistance	911
Tusculum Campus Safety	(423) 636-7318 or (423) 470-2710
City of Tusculum Police Department	(423) 638-6211
Tusculum Volunteer Fire Department	(423) 639-3133
Greeneville Fire Department	(423) 638-4243
State Poison Control Center	1-800-222-1222

II. Laboratory Contact Information

Chemical Hygiene Officer – Kim Carter (423)-636-7300 ext. 5706

III. Reporting Incidents:

The following information will be needed when communicating with any emergency provider:

- Nature of the incident (description – including fire, substances involved, number of individuals involved, and their physical condition).
- Individuals involved (name, gender, age)
- Location of the incident (including who will meet any emergency vehicles and where)
- Person reporting the incident (name and phone number being used to report incident)
 - **NOTE:** DO NOT allow the phone to be tied up for calls unrelated to the incident

TUSCULUM UNIVERSITY
DEPARTMENT OF NATURAL SCIENCES
Student Statement of Understanding and Agreement

I agree to comply with all written and oral safety information, procedures, and precautions given by the instructor or designee. All questions I may have had have been answered to my satisfaction. Further, I understand failure to observe these guidelines could result in my dismissal from this laboratory course.

I understand I will be personally responsible for any medical expenses incurred as a result of my participation beyond basic first aid. I understand that the College recommends that I hold or obtain private medical and hospital insurance to provide for such care.

In consideration for participation in this laboratory course and for the use of facilities at Tusculum University, I agree to hold harmless, defend, and indemnify Tusculum University, Trustees of Tusculum University, and each and every faculty, staff, or other employee of Tusculum University (in this paragraph collectively referred as liability) resulting from or in any matter arising out of or in connection with participant use of College facilities including, without limitation the physical buildings, grounds, equipment and supplies, whether said liability arises without negligence on the part of any person, or is due to the sole negligence of the College, participant or third parties, or is due to the concurrent negligence of any combination of the College, participant, or third parties. This is intended to include without limitations:

- a. liability arising from both the active and passive third parties, or College;
- b. liability for damage to the property of participants, third parties, or College;
- c. liability for injury or death to all persons.

The terms and condition herein above expressed are approved and accepted.

I have read, understood, and I agree to the foregoing.

Student Name: _____

Signature: _____ Date: _____

Instructor Name: _____

Course Name and Number: _____ Block: _____