General Safety Policies for All MMEM Laboratories

The following safety items should be followed when working in all MMEM laboratories.

1. Buddy system: Do not work alone in the laboratory but instead ensure that another person is working in the same room and is aware of your working status and is capable of obtaining help in an emergency.

2. Emergency plan: The emergency plan for the laboratory that includes:
   a. Location of the emergency information board in the laboratory.
   b. Location of the fire extinguisher, eye wash and shower.
   c. Location of the first aid kits.
   d. Location of phone numbers for emergency personnel.
   e. Location of chemical spill absorbent kit.
   f. Location of exit doors and Location of fire alarm.

3. Safety Data Sheets (SDS): The location of the SDS and review the SDS for the chemicals that you are using in the lab.

4. “Accident/Near-Miss” reports: The accident and near-miss forms are available in the department office.
   a. Please complete accident or near-miss report as needed.
   b. Provide a copy to the lab overseer and the chair of the department.
   c. An example of an “Accident/ Near Miss” reports are provided in the department office.
   d. An example of “Accident Investigation” report is provided in the department office.
   e. An “Accident Investigation” report will be filed by the chair after every accident and filed in the department safety record binder and with the college office.

5. Hazards exist in every laboratory and take measures to avoid them.
   a. Falling objects and Slip hazards
   b. Pinch points from clamps, vises, shears, and hand tools.
   c. Lower back strain from improper lifting techniques.
   d. Arm strain and shoulder strain from improper lifting techniques.
   e. Overexertion and Excessive vibration

6. Waste disposal. All solid and liquid waste must be disposed of in properly labeled containers.
   a. Anyone who generates hazardous waste must go through Hazardous Waste Generator training.
   b. Liquid waste not including water must be put in a sealed container with a label identifying the liquid waste. Labels are available from the lab overseer.
   c. Solid waste and oily rags must be placed in appropriate recycling or waste bins or oily rag containers.
   d. Low Hazard (small) spills. Cleaned up with dry absorbent cloth. For additional help contact EHS at X5126.

7. Personal Protective Equipment (PPE). PPE is available upon request from instructor or lab overseer and includes: safety glasses, face shields, hearing/ear plugs, paper suits, respirators, gloves, and shields.

8. Walkways: All walkways will be clear of foreign or waste objects and have at least 22” clearance.

9. Cleanliness of lab space: All lab floors will be swept and free of solid debris at all times. I agree to keep the lab floor space clean and uncluttered after every lab and approved by instructor.

10. Wet surfaces: All wet floors will be cleaned and dried immediately with absorbent cloths and wet floor signs posted.

11. Use of safety glasses required in all labs when using power tools.

12. No food or drink (eating or drinking) allowed in the labs at any time.

13. No bicycles, scooters, or skateboards allowed in the labs at any time.

By signing this form, I agree to comply with all MMEM general laboratory safety policies and procedures.

Student Name (Printed)  ID Number  Major

_________________________________  _________________________________  _________________________________
Student Name (Printed)  ID Number  Major

_________________________________________________  ___________________
Student Signature  Date

The above named person has received general safety training from me for the MMEM laboratories.

_______________________________________________________  ___________________
Trainer’s Name/Signature  Date