General Lab Safety Policies and Procedures for All MMEM Laboratories

IN CASE OF INJURY OR ILLNESS

• If any injury or illness is life threatening or requires immediate medical attention, call 911. If there is any question as to the severity of the injury or illness, call the University Police Department immediately at ext 5555 or dial 911.
• If the injury or illness is minor in nature and only requires first aid treatment (minor cuts, abrasions, splinters), the student should be referred to the Student Health Center.
• The University Police Department and Risk Management should be contacted and a completed DGS Form 268 (PDF) should be forwarded to Risk Management as soon as possible. DGS Form 268 can be obtained from the MMEM department office.

The following maintenance and safety items must be followed when working in all MMEM laboratories.

1. Hazards exist in every laboratory including but not limited to:
   a. Foreign objects in eyes.
   b. Cuts, burns, and other injuries.
   c. Damage to hearing.
   d. Trip and fall hazards from potentially slippery surfaces.
   e. Overhead hazards i.e. falling objects from shelving.
   f. Injuries (cuts, crushing, breaks) from pinch points on clamps, vises, shears, and hand tools.
   g. Musculoskeletal strain or injuries from improper lifting techniques.

2. Walkways: All walkways will be clear of foreign or waste objects and have at least 32” of clearance.

3. Cleanliness of lab space: All lab floors must be free of debris. Floors must be swept after each use and at the end of each lab period.

4. Wet/slippery surfaces: All wet floors will be cleaned and dried immediately with absorbent cloths and wet floor signs must be posted.

5. Use of safety glasses is required in all labs when using power tools and equipment designated as eye safety hazard.

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

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

8. Follow the Buddy System: Do not work alone. Another person must be working in the same room and aware of working status.

9. Emergency plan: You must familiarize yourself with the emergency plan for the laboratory including:
   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 and spill clean-up procedure sheet.
   f. Location of exit doors and location of fire alarm activation device (pull station).

10. Personal Protective Equipment (PPE): When PPE is required, it is available from instructor or lab overseer and includes: safety glasses, face shields, hearing/ear plugs, Tyvek suits, N95 respirators, and gloves.

11. Safety Data Sheets (SDS): Know the location of the Safety Data Sheets in the lab. Review Handling and Storage, First Aid, and PPE sections for any chemicals being used in lab prior to using them.

12. Hazardous Waste disposal. All hazardous solid and liquid waste must be disposed of in properly labeled containers.
   a. Anyone disposing of hazardous waste must complete EHS Hazardous Waste Generator training.
   b. Liquid waste (other than clean water) must be put in a sealed container with the proper label identifying the liquid waste. Labels are available from the lab monitor and/or overseer.
   c. Solid waste and oily rags must be placed in appropriate recycling or waste bins or oily rag containers.
   d. Low Hazard spills can be cleaned up with dry absorbent cloth. Contact EHS at x5126 to dispose of cloth as hazardous waste.

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

_______________________________________________________  _________________ ___________  _________________________
Student Name (Printed) ID Number Major

______________________________________________________________________________ _________________________
Student Signature   Date

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

_____________________________________/ ________________________________________ _________________________
Trainer’s Name/Signature   Date