California State University, Chico
Department of Mechanical and Mechatronic Engineering and Sustainable Manufacturing

General Lab Safety and Maintenance Policies for All MMEM Laboratories

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

1. Follow the 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 can obtain help in an emergency.
2. Emergency plan: You must familiarize yourself with 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 and spill clean-up procedure sheet.
    f. Location of exit doors and location of fire alarm activation device (pull station).
3. Safety Data Sheets (SDS): Know the location of the Safety Data Sheets in the lab. Always review the Handling and Storage, First Aid, and Personal Protective Equipment sections for the chemicals that you are using in the lab prior to using the product. The SDS will provide information as to the specific Personal Protective Equipment (PPE) required to prevent a chemical exposure.
4. Student and employee injury and illness reports: The student injury or illness form (DGS 268) are available in the lab and the Department office. They are also available from the campus Risk Management web site.
    a. Please complete the student injury or illness form.
    b. Submit the form to Risk Management, Kendall 205. Phone (530)898-6588
    c. Provide a copy to the lab monitor and the chair of the department.
    d. An "Accident Investigation" report will be filed by the chair after every accident and filed in the department safety record binder and within the college office. Not required but a good idea, form needs editing.
5. Hazards exist in every laboratory - take measures and use proper PPE to avoid injury. Examples include:
    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.
6. 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 (small) spills. Cleaned up with dry absorbent cloth, dispose of cloth as hazardous waste. For additional help contact EHS at X5126.
7. 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.
8. Walkways: All walkways will be clear of foreign or waste objects and have at least 32" of clearance.
9. Cleanliness of lab space: All lab floors will be swept and free of solid debris at all times. Floors must be swept after each use and/or at the end of each lab period.
10. Wet/slippery surfaces: All wet floors will be cleaned and dried immediately with absorbent cloths and wet floor signs posted.
11. Use of safety glasses is 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 as well as all special procedures for the high risk laboratories listed above.

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 _____