

**UNIVERSITY OF HOUSTON-CLEAR LAKE
ENVIRONMENTAL, HEALTH AND SAFETY DEPARTMENT**

		Effective Date February 7, 2018	Number L 02
Subject Student Laboratory Safety Training Policy			
Reference SORM RMTSA Vol.III Ch. 4.1, 7.16, 7.18		Special Instructions None	
Distribution CSE Laboratory Faculty & Staff		Reevaluation Date Biannual	No. Pages 3

I. PURPOSE

This document outlines the requirement for students to take laboratory safety training, and how the campus will ensure that this information has been relayed to students.

II. POLICY

Safety and success of students is of utmost priority. Laboratory safety training is required for all students working in a lab with chemicals. It should be completed before students work in a lab, and must be completed at the beginning of the semester in which a student takes a laboratory course, or courses with lab components.

III. PROCEDURES

1. **Syllabus** – Faculty shall include a statement in their syllabus for all laboratory courses and courses with lab components, that laboratory safety training is expected and required. A suggested syllabus statement is shown below.

Prior to engaging in lab work, you will be required to successfully complete laboratory safety training in blackboard. This training includes general laboratory safety, potential chemical hazards, waste handling, emergency and first aid procedures to assist you in conducting experiments safely. Check your UHCL email for blackboard login instructions.

2. **In Class, First Day** – Faculty shall mention that lab safety training is required.
 - i) Faculty may choose to utilize the training as a grade and what method they will accept for proof of completion. Students can print a copy of their grade and hand in, take a picture and email it to their faculty via email or within blackboard, or faculty can look up their student’s progress in the blackboard training.

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- ii) Faculty may go over the Laboratory Safety Policy (L 01) and have students sign the first day of class. The Laboratory Safety Policy (L 01) is contained within the blackboard training and appears when students start to take their test. The safety policy goes over personal protective equipment (PPE) that is required, personal hygiene and cross-contamination, first aid, etc.

3. In Lab, First Day – at the beginning of the first lab, faculty shall go over:

- Acceptable proof of completion (see 2.i.) for blackboard lab safety training
- Lab clothing and PPE requirements (in training, confirm and let students know it will be enforced and student will be refused from entering the lab for failure to comply)
 - Long pants – no shorts, no skirts
 - Full lab coat – not short sleeves or waistcoats. Must cover arms and to/past knees.
 - Shoes – covering foot, no holes, not porous
 - Safety Goggles – required for liquid chemicals
- No chemicals or wastes down sinks
- No glass in regular trash – even if not broken, it will break later and puncture through a trash bag so must be disposed of in the designated broken glass container
- Where to put backpacks and personal items to avoid cross-contamination

Locations of:

- Gloves
- First Aid Kit
- Emergency Exits
- Eye wash(es) – and assign someone to test them before lab (weekly)
- Safety Shower
- Spill Kit
- Fire Extinguisher(s)
- Fire Alarm Pull Station (which may be outside the lab)
- Lab Phone and Emergency Numbers: UHCL Police x.2222, EHS x.2106, Lab Supervisor
- SDS
- Incident Reporting forms, Lab Safety Manual, ACS Lab Safety booklet in wall pocket
- Waste containers and location(s) as appropriate: glass, sharps, experiment wastes, labels

4. In Every Lab – at the beginning of each lab, faculty shall go over course or class specific information:

- Review experiment procedures and material hazards before lab
- Prepared solutions must have hazard warning words and/or pictograms per new GHS Hazard Communication rules
- Have the chemical's Safety Data Sheets (SDS) available for review

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- Layout and organize experiment, equipment, and lab workers at benchtops and fume hoods to reduce trip hazard, workflow
 - Refuse students from entering the lab if they are not wearing the proper PPE and clothing coverage
5. **Blackboard Training** – Students taking lab course(s) or components are enrolled into a blackboard training workgroup by Environmental Health and Safety (EHS) for General Laboratory and Chemical Safety Training. Any students not enrolled should send an email to EHS@uhcl.edu to request enrollment. Any changes to lab course offerings that would necessitate adding or removing the course from the list of students needing enrolled should also be emailed to EHS.

The training covers chemical hazards, emergency information, and general lab safety procedures to ensure a successful and safe laboratory environment at UHCL. It must be taken with a passing score of at least 90, with the goal being 100.

IV. APPROVAL



Director of Environmental, Health & Safety

Date: February 7, 2018

V. REVISION LOG

Revision Number	Approval Date	Description of Changes
1	2/7/18	Formal policy created