Student Safety Instruction and Verification Form

TO THE INSTRUCTOR: Please read the applicable information printed on the "Student Safety Instruction and Verification Form" to your class **Check off each topic on this form as you discuss it with them. Write "N/A" for topics that do not apply.** Return the completed sheet to your Department Safety Coordinator/Chemical Hygiene Officer [DSC/CHO]). It is your responsibility to describe the hazards associated with the course and the appropriate health and safety measures needed to minimize the risks posed by the hazards. This document was designed to facilitate this task. Throughout the semester, it is your responsibility to ensure that the appropriate health and safety measures are followed. Any questions regarding this safety training and documentation and enforcement should be directed to the DSC/CHO.

TO THE STUDENT: It is your responsibility to be knowledgeable in the safety-related matters associated with this course and to abide by the safety policies and procedures presented by the instructor. Part of the evaluation of your performance in this laboratory will be based upon your strict attention to these safety policies. **Failure to meet these requirements may result in expulsion.**

INSTRUCTOR NAME: _____COURSE:_____SECT: _____

Part I. GENERAL SAFETY MATTERS: This entire section is required information for everyone.

__ 1. Right-to-know/Hazard Communication – Labeling containers and rooms

__ 2. Safety Data Sheets (SDS)

__ 3. Goggle policy for liquids, lasers, UV light, flying particles

__ 4. No eating/drinking/food and no smoking policies

__ 5. Housekeeping/clean-up

__ 6. Conduct in the laboratory or field site, no personal electronic devices may be used unless for instructional or emergency use**

__ 7. Reporting of accidents, exposures and injuries (Instructor must turn in an *Incident Report Form* too)

__ 8. Student medical costs (no coverage!)

Part II. SAFETY EQUIPMENT AND PROCEDURES: Points 5 and 6 apply to everyone.

__ 1. Safety shower

__ 2. Eyewash

__ 3. Fire extinguishers

__ 4. Proper Laboratory Attire (closed-toe shoes REQUIRED AT ALL TIMES in labs that EVER use corrosive/toxic chemicals – NO sandals!)

__ 5. Emergency evacuation route (required information for everyone)

__ 6. Emergency phone procedures (required information for everyone)

__ 7. College safety supply cabinet

__ 8. Chemical and/or biological hood

__ 9. Protect house vacuum. Use a vacuum trap

Part III. CHEMICAL AND EQUIPMENT HAZARDS: Point 10 applies to everyone. Point 15 may apply to many.

__ 1. Chemical storage and incompatibilities

__ 2. Proper disposal of chemical wastes

__ 3. Use and handling of concentrated acid and bases

__ 4. Use and handling of toxic chemicals & exposure routes

__ 5. Use and handling of carcinogenic chemicals

__ 6. Use and handling of radioactive materials

__ 7. Use and handling of biohazards

__ 8. Use of scientific glassware

__ 9. Handling and reporting of chemical spills

__ 10. Proper disposal of broken glassware/sharps (required information for everyone)

__ 11. Use and handling of water reactive chemicals

__ 12. Use and handling of oxidizing and reducing chemicals

__ 13. Use and handling of reproductive toxins

__ 14. Use and handling of compressed and/or liquefied gas

__ 15. Equipment hazards e.g. centrifuges, Bunsen burners etc.

(list the equipment to be used on this line) _____

Part IV. FIELDWORK AND TRAVEL HAZARDS

All instructors/trip leaders who conduct field trips/projects MUST review and comply with their department's field work/project policy.

*** The CSULB policy states: **"Disciplinary action:** The University, through appropriate administrators, may take the following disciplinary actions against employees or students who violate proper safety procedures willfully or through negligence. The severity of this action will be determined by circumstances of the violation:*
(a) Oral reprimand (b) Written reprimand placed in his/her official folder (c) Temporary suspension (d) Demotion (CSULB employee) (e) Dismissal or expulsion

I certify that I presented the applicable safety and health information to the students of this class/lab as indicated above based upon the current

Class/Lab Name: _____ Section: _____

Date: _____

Instructor'sName: _____

Signature: _____

Student Certification

I hereby acknowledge that I have been instructed in and understand the applicable safety and health information, and safe use of materials, equipment and machinery as given by the instructor for this course/lab as appropriate. I realize that inappropriate behavior and/or the misuse of equipment and materials can lead to serious injury. I will follow all instructions for student safety as given by my instructor now and in the future. I will fully comply at all times with all University policies and procedures associated with safety as pertains to this course/lab. I agree to work safely at all times, protecting both myself and those around me. I agree that I will not

operate any equipment, or use any materials without appropriate instruction, supervision and understanding of the potential hazards involved. I understand that I am responsible for medical treatment costs if I am injured in this class/lab.

Print Name	Signature	ID#