

Student Handbook – Lab Safety Policies

Physics Lab Safety Policies

Introduction:

Cabrini University is dedicated to the safety of our students as they learn. Indeed, an important part of a student's scientific education is learning how to safely operate in the lab. Our safety policy contains general safety practices for physics labs, but cannot cover all circumstances. Students must comply with faculty and staff instructions and use practical judgement at all times.

Students are required to familiarize themselves with these standard lab safety practices and complete a lab safety training in each lab course at the University. Failure to comply with safety practices and policies may potentially result in dismissal from a class session and a reduction in course grade. Egregious and/or repetitive infractions may also result in failure of or dismissal from a course or even the department and major, without a probationary period.

General Instructions for All Laboratory Sessions:

During the first month of each lab course, students must receive a safety orientation. Training includes demonstration of the location and use of emergency response equipment in the lab, as well as hazardous & non-hazardous waste disposal. Students are also informed how to respond and report an emergency.

Personal items brought into the lab increase the risk of accidents, therefore a limited amount of storage space, mostly in the form of small drawers, is available for student use in the laboratories. These drawers should be kept neat and emptied at the end of the semester. Students should leave their book bags, backpacks, and all other personal items not needed for the laboratory exercise in the areas provided near the entrance to the laboratory. Personal belongings left in departmental facilities may be discarded.

Experimental procedures for lab activities will be made available to students in advance of scheduled lab periods noting all relevant safety considerations.

Student help may be utilized to set out such items as special glassware, electrical equipment, additional balances, etc.

Instructor will check laboratory for hazardous conditions before each lab, including all gas jets, water sources, heat, air and electrical items.

Students must report spills or accidents to the instructor and/or Chemical Hygiene Officer, who will take responsibility for cleaning up the spill/accident. The student may be enlisted to assist in cleanup, if it is safe to do so.

Dress Code and PPE Policy:

1. Personal Protective Equipment (PPE) will be supplied for students, and available for use when required. PPE includes, safety glasses, gloves, etc.
2. Safety glasses and goggles are provided for student use. Students may purchase their own for use in the lab, but must have them approved by the instructor first. Safety glasses must be worn when the eyes are in danger of being struck, or objects or dust may fly into them.
3. Gloves are worn when hands may contact potentially hot or energized materials. Cut gloves are resistant to penetration by sharp objects, and should be worn when working with knives or glass that could break.
4. All labs require clothing that covers a substantial portion of the skin. For example, bare midriff clothing, shorts, gym trunks, "ripped" jeans, and skirts are prohibited. This is for the students' safety, and will be enforced.
5. Long hair must be tied back, and jewelry must be removed before entering the laboratory. Long hair and dangling jewelry can get caught in moving parts.
6. Shoes that cover and protect the feet must be worn in the laboratory. Open-toe shoes, high heels, and sandals are strictly forbidden in the laboratory. Any student so dressed will not be permitted to complete the laboratory exercise.

Safe Behavior Policy:

General Lab Behaviors:

1. Instructors provide specific instructions for each lab exercise. Observe these carefully, as they include safety precautions. If you have any doubt about what to do in any set of circumstances, consult your instructor.
2. Unauthorized experiments and unauthorized modifications of experiments are strictly prohibited.
3. No eating, drinking, chewing gum or smoking is permitted in the labs. These activities are strictly prohibited for the safety of the students.
4. Food and drink are not permitted in the labs. Storage is available outside each lab.
5. Springs have large amounts of stored energy, which can be released and cause a hazard. Safety glasses should always be worn when handling springs. Use caution that the springs don't slip out of your hand, and always point them away from people.
6. Drawers & cabinets must be closed at all times, except when actively inserting or removing an item. Open doors and drawers obstruct the aisle, and may cause accidents.
7. Assemble a laboratory apparatus away from the edge of the laboratory bench.
8. Report broken equipment to your instructor immediately.
9. Always be alert to the possibility of an accident by your neighbors, as practices their actions could affect you. Always advise them of any unsafe you observe. If necessary, inform your instructor immediately.

Handling Electricity Safely:

1. Examine equipment carefully before using. Any frayed wires, signs of burning or melted plastic, or otherwise broken equipment should be reported to your instructor.
2. Consider all bare wires and circuits to be energized until tested and proven otherwise.
3. Keep all de-energized equipment within your control to avoid accidental energization. If you leave the area for any amount of time, test and verify equipment is still de-energized before resuming work.

Housekeeping Policy:

1. Always maintain an orderly, businesslike attitude and a clean, orderly working space. Horseplay can be dangerous and may get you expelled from the lab.
2. Broken glass and sharp objects must be disposed of in appropriately marked containers.
3. Lab benches must be cleaned regularly. In the event of spills or contamination, cleanup is to be done immediately.
4. Put paper waste and glass waste in waste containers.

Security Policy:

1. Students are NEVER to work alone in the laboratory. The instructor must always be present.
2. Any student who is not a registered member of the class is not permitted to be present in the laboratory at any time. Any student who has withdrawn from the class is no longer permitted to attend any laboratory exercise, or be present at any time in any laboratory.
3. Animals are not permitted in the laboratories.

Emergency Response Preparedness:

Emergency Equipment Awareness:

1. Locate all the nearest safety equipment:
 - a. fire extinguisher;
 - b. emergency shower;
 - c. eye wash fountain;
 - d. first aid kit;
 - e. spill kits
2. Phones are provided in all laboratory rooms throughout the hallways of each floor of the building. Under no circumstances will students make any personal calls on these telephones; the telephones are strictly for emergency reporting.

Medical Emergency Response:

1. In a medical emergency, it is always appropriate to dial 911 from a cell phone. Landline phones are available in each lab and throughout the building to reach Cabrini University's Public Safety department. In any emergency, even if a cell phone was used to call for assistance, dial 8111 on a landline to reach Public Safety. They are close by and may be needed to assist emergency personnel. Always inform your instructor of any emergency.

Fire Alarm Response:

1. Always know the location of the nearest emergency exit you would use in case of a fire.
2. Respond to every fire alarm as you would in an emergency. Calmly leave all belongings behind and immediately head to the nearest emergency exit. Your instructor will give instructions on how to proceed from that point.

No student or faculty member will be permitted to work in any research laboratory of the Science Department without having been properly trained in all lab safety procedures.