

Procedure for Safety Instructions to Students

The purpose of this document is to assist staff in the induction of students into the laboratory setting, so that they may learn in a safe environment. It is the policy of the School of Science that all students are provided with a copy of the relevant laboratory policies and that they receive full instruction and demonstration of policies, procedures and facilities where necessary, followed by a signed declaration. Each student enrolled in any laboratory sessions must complete the acknowledgement form.

At the beginning of the first laboratory session attended by students, the following procedure should be performed.

Unit Code:		Unit:	
Date:		Day:	Time:
Demonstrator:			

1. **Fill out the top of the Student Acknowledgement form (tick box):**

- Unit Code and Title, Location (Campus and Room Number), Day and Time.
Numbers of Relevant handouts in right-hand columns.

2. **Distribute appropriate handouts to students (tick box):**

- Policy on Safety in Laboratories
 Student Responsibilities (also refer to University OS&H Policy)
 Personal Protective Equipment in the Laboratory
 Working with Human Body Fluids
 Radioactive Materials in Teaching Laboratories
 Hand Washing in Microbiology Laboratories
 Handling and Use of Sharps
 Cryogenic Fluids
 Handling and Use of Gas Cylinders
 Use of Lasers in Teaching Laboratories
 Other:

3. **Where appropriate, explain the contents of the above handouts.**

4. Explain and demonstrate facilities and procedures (tick box):

- Location and operation of emergency cut-off switches (gas, water electricity)
- Location and operation of fire extinguishers and blankets
- Safety noticeboard
- Emergency evacuation procedures – alarms, egress, assembly points, etc.
- Hand washing facilities and techniques
- Emergency eye and body wash facilities (and operation)
- Lens cleaning station
- Safety glasses and over glasses
- Disposable and/or specific gloves – procedures and disposal
- Waste disposal – glass, general waste, paper waste, biological and chemical waste
- Procedures and facilities specific to laboratory (e.g. chemical, biological, etc.)
- Suitable footwear and clothing
- Storage of student bags in designated area
- No eating, drinking, smoking, drug taking (unless specified)
- No mouth pipetting
- No sitting on benches
- Housekeeping and end of session
- Wash hands before leaving laboratory (remove lab coat before hand washing)

5. Have students completed the acknowledgement form (tick box):

- Clearly print Full Name and Student Number. Sign and date the form.

6. Acknowledgement (to be completed by staff giving instructions):

Name:		Position:	
Sign:		Date:	

7. Unit Co-ordinator Acknowledgement:

Sign:		Date:	
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- 8.** Where a student does not receive the appropriate safety induction (for example, due to illness or late enrolment), then it is up to the demonstrator to organise an additional induction session the first week that the student attends the laboratory session.
- 9.** It is up to the Unit Co-ordinator to monitor acknowledgements against student enrolment lists to ensure that all students have received instruction and have made appropriate declaration.
- 10.** Return completed Acknowledgment Forms to the School Officer (Jaci Vaughan).