

School of Sciences & Mathematics

Safety Policy and Procedures

The School of Sciences and Mathematics of the College of Charleston understands that the safety of our students, staff and faculty is of paramount importance. Engendering a safety culture is an important part of our mission in teaching and doing science. Each department, course of instruction, or research lab may require higher standards or procedures. The policies and procedures set forth below are understood to be minimum requirements across our departments.

In this document, the term "laboratory" is meant for a work space/facility where chemicals, biological agents, or equipment is used for research and/or instruction.

No one (student, staff, faculty, or visitor) will be allowed in a laboratory (teaching or research) to perform experiments or where experiments may be in progress unless these regulations are followed.

Students dismissed from a teaching lab due to violations of the safety procedures will not be allowed to re-enter the laboratory until authorized to do so by their supervisor (instructor) and, in the case of research laboratories, by the department chair or designee. Any course work missed because of a violation of these guidelines cannot be made up at another time (or by an extension of the lab period) and will be treated as an unexcused absence.

1. You are responsible for knowing the biological, chemical, electrical, ergonomic, mechanical, and physical hazards associated with the equipment and materials that are being utilized in the laboratory. Listen to all instructions and ask questions about that which you do not understand.
2. Know the location of safety equipment: telephones, emergency shower, eyewash, fire extinguisher, fire alarm pull.
3. Know the appropriate emergency response procedures. If there is an injury or emergency, call 953-5611.
4. Do not work alone in the laboratory if you are working with hazardous materials or equipment.

5. Use hazardous chemicals, equipment, and biological agents only as directed and for their intended purpose.
6. Do not engage in horseplay, pranks or other acts of mischief while in lab.
7. Drinking, eating, and application of cosmetics is forbidden in laboratories where chemicals or biohazards are present. Smoking is forbidden in all College buildings.
8. Appropriate personal protective equipment shall be worn. The dress code for laboratory work when using chemicals, biological or physical hazards, or when instructed to do so by the laboratory supervisor is as follows:
 - (a) Wear safety glasses or goggles at all times.
 - (b) No exposed skin on arms, legs or torso.
 - (c) Wear lab coats or other approved protective garments.
 - (d) Wear gloves or other personal protective equipment (PPE) as directed by the instructor or mandated by prudent practices based on the chemicals being handled. If in doubt, wear appropriate gloves. Latex is not permitted. Avoid cross-contamination.
 - (e) Remove PPE (gloves and lab coat) when exiting the laboratory.
 - (f) Wash your hands, even if gloves were used, before leaving a lab where you did any lab work.
 - (g) Closed toe shoes are required. The heel and top of foot must be covered. High heeled shoes, sandals, and perforated shoes are not permitted.
 - (h) Confine long hair and loose clothing.
9. Inspect equipment or apparatus for damage before adding chemical reagents or biological samples or energizing electrical equipment. Do not use damaged equipment.
10. Never remove chemicals, biological samples, or laboratory equipment from a lab without proper authorization.
11. Presume that all chemicals and biological samples used in the laboratory are hazardous for you and the environment, unless instructed otherwise.
12. Never leave an experiment unattended unless proper safety precautions are in place.
13. Read all labels on chemicals twice before using them in the lab. Read all instructions twice for the operation of any equipment or machinery.
14. Properly and safely dispose of all waste materials.
15. Treat sharps and broken glassware containers carefully.

- (a) Broken glass should be disposed of in properly marked safety containers. All sharps (needles, razor blades, etc.) used for any purpose must be disposed of in specially labeled SHARPS containers.
 - (b) Do not place contaminated glass in the broken glassware container. Consult your supervisor.
 - (c) Waste chemicals and contaminated PPE should be discarded as directed.
16. When using a reagent, replace the lid immediately. Never return unused reagents to stock bottles. Take only the amount needed for your experiment.
 17. All chemicals and biological samples/media are to be disposed of in appropriately labeled containers. Specific instructions for each material will be provided. Pay attention to waste container labels before adding the material to be discarded.
 18. Use good personal hygiene. Keep your hands and face clean. Wash hands thoroughly with soap and water after handling any chemical or biological agent.
 19. Keep the work area clean and uncluttered with chemicals and equipment. Clean up the work area on completion of an operation or an experiment. Before leaving the laboratory, you are responsible for making sure your lab area is clean and organized.
 20. Never store a chemical or biological specimen in an unlabeled container.
 21. Always have your College of Charleston identification and insurance information with you when working in a laboratory. MedicAlert identification must be worn if you have any potential life-threatening chemical sensitivities or medical conditions.
 22. Report any accident or injury, however minor, to your teaching assistant, instructor, or lab supervisor immediately. An accident report form must be completed and forwarded to the department chair, dean, and to the Director of Environmental Health and Safety.

If you have questions/concerns about safety in the lab please first consult your instructor. If these are not answered, please see the department chair. Finally, you may consult the director of Environmental Health and Safety, Randy Beaver at 3-6802 or beaverr@cofc.edu

Adopted: March 7, 2012

CougarAlert

The College of Charleston has an agreement with the Blackboard Connect Inc. [formerly The NTI Group, Inc. (NTI)] to use its Connect-ED communication software to provide an emergency notification system that is capable of reaching students, faculty, staff and parents within minutes of a campus crisis. This system is called **CougarAlert**.

Information for Students

The CougarAlert emergency notification system will contact up to six phone numbers for the student. Students may include family member numbers in their address and phone number information.

All students should log onto [MyCharleston](#) to review their address and telephone information and update as needed.

To access the address and telephone information, follow these steps:

1. Log on to [MyCharleston](#)
2. Click on the Academic Services tab
3. Click on the Banner Self-Service link in the third column
4. Click on the Personal Information link
5. Click on the Update Address and Phones and Cougar Alert link

The CougarAlert system will pull the phone number in the following order – cell phone with text messaging option, cell phone without text messaging option, residence hall room phone number, mailing phone number, home phone number, parent phone number and parent 2 phone number.

If you do not have one of these numbers in your student record, the system will select the next number on the list. To avoid issues related to timely communication of emergency messages to the proper places, every student must update his or her contact information in [MyCharleston](#) with current accurate information.

Lab Safety

You, as the student, have the responsibility for following lab rules and maintaining safety in the lab. There will be rules given to you by your lab instructor. These rules will include

1. Be aware of yourself.
 - (a) You must be properly clothed with attire that will not catch on equipment or keep you from taking measurements.
 - (b) You must be aware of long hair. Your instructor may ask you to constrain your hair if it is hazardous and may catch on equipment or prevent you from taking measurements.
 - (c) You must have closed-toe shoes. If you have forgotten yours, ask your instructor to use the lab shoes supplied by the Physics department. However, there is a limited number of shoes, so please remember to wear your own.
 - (d) You must keep your bag and/or books out of the way of others on the floor or on the lab tables.

- (e) You must use safety equipment, i.e., safety goggles, when instructed to do so by your instructor.
2. Be aware of your equipment.
 - (a) Take only the equipment that you have been instructed to use in the lab.
 - (b) Use the equipment in the way that you have been instructed.
 - (c) If equipment is not working properly, set it aside and inform your lab instructor immediately.
 - (d) Return equipment as instructed by your lab instructor.
 3. Be aware of others.
 - (a) When running a lab make sure equipment does not take the space of other lab groups.

Sharps Boxes: If glass is broken in the lab, then please dispose of it in the red sharps box.

Safety Glasses: Safety glasses are available on the back counter in rooms 110, 104, and 111.

Emergency Numbers: Emergency numbers will be posted at the front of every lab room.

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| Emergencies and security issues: | 953-5611 |
| Public Safety non-emergency issues: | 953-5609 |
| Non-emergency health issues: | 953-5520 |

Instructors may eject students from a day's lab exercise when those students violate the safety rules.