

## LAB SAFETY AND POLICIES CONTRACT DEPARTMENT OF CHEMISTRY

The activities conducted in the chemistry laboratories at Truman State University are designed to provide a productive and safe learning experience for students, staff and faculty. Significant effort is made to minimize exposure to hazardous materials for all students. When the safety precautions that are in place are followed, health and safety risks are minimized for everyone participating in laboratory courses and research activities. Anyone working in a chemistry laboratory is expected to abide by the items in this document.

### LAB SAFETY:

I agree to:

- 1) Wear appropriate personal protective equipment (PPE) at all times while in the laboratory. At a minimum, this requires OSHA approved safety goggles (Z87).
- 2) Wear proper clothing which will provide full coverage (i.e. pants or a long skirt, shoes that completely cover the feet, and a shirt that completely covers the upper portion of the body, including at least short sleeves to protect the arms). Shorts, tank tops, sandals and clothing that allows skin to show from your neck to the floor are not considered proper lab clothing. Tights or yoga pants are not considered proper lab clothing. **I understand that if I am inappropriately dressed, I will be sent out of lab and will not be allowed to return until properly attired.**
- 3) Tie back long hair.
- 4) Not eat, drink, smoke, or chew in lab.
- 5) Obey any special instructions pertaining to the laboratory activity being conducted.
- 6) Become familiar with safety facilities of the laboratory:
  - Eyewash Station                      -Safety Shower   -Fire Extinguisher
  - First Aid Kit                              -Exits
- 7) Dispose of waste as instructed to do so.
- 8) Use proper lab techniques and consult the lab instructor, teaching assistant or research mentor if these techniques are unknown.
- 9) Clean up spills and notify instructor of these and other accidents.
- 10) Not perform unsupervised experiments.
- 11) Use common sense.
- 12) Clean up my work area before leaving the lab.
- 13) Think of other's safety as well as my own.
- 14) Inform my lab instructor or research mentor of such medical conditions which may affect my safety or the safety of others in the laboratory and discuss precautions that must be taken. Conversations regarding medical conditions will be kept confidential.
- 15) Abide by the missing and broken item policy specific to the course in which I am enrolled.

### REPRODUCTIVE HEALTH

While pregnancy is an exciting time in the life of an expectant mother, pregnancy also introduces a new set of risks. All lab workers should know the hazards of the materials with which they work and it is important to recognize that an individual's susceptibility to those hazards may change due to factors such as pregnancy. Some chemicals that pose no health threats to adults can be teratogenic (cause abnormalities to a fetus or embryo). The teratogenic characteristics such as dosage or frequency of exposure of some materials may not be well understood. **Pregnant women should consult with their personal physician about the risks of working in the chemistry laboratory.** The best way to minimize these unknown risks is to avoid exposure completely. However, students may realize that there is no environment that is completely risk-free and that the world as a whole offers possible risks from contact with materials whose effects on the fetus are unknown. Pregnant students who remain in the laboratory are encouraged to inform their instructor so that additional assessments, precautions or accommodations can be discussed.

## SERVICE ANIMALS IN THE LABORATORY

All students who have a disability that has been documented through the Office of Student Access & Disability Services (located in the Kirk Building) and require the assistance of a service animal should be aware that laboratories may present hazards to the service animal's health and it is important to recognize that an animal's susceptibility to those hazards may differ from those of adult humans for which the hazards have been established, and that animals are less adaptable to the personal protective equipment (such as eye protection) required of humans in the lab. Students with service animals must consider the animal's health in making the decision whether to expose the service animal to the laboratory. Service animals will only be allowed if the need for one has been cleared through the Office of Student Access. If a service animal is required in lab, a case-specific plan will be developed by the Office of Student Access & Disability Services, the instructor, the laboratory coordinator for the impacted lab, the student, and the Chemistry Department Chair prior to the start of the term, that clearly describes how the animal will be accommodated in the laboratory to ensure the safety of both students and the service animal. Truman may prohibit the presence of a service animal in the laboratory only if the animal poses an unacceptable risk to itself or others in the laboratory due to verifiable uncontrolled behavior, etc. Emotional assistance animals (EAAs) are not considered service animals and, per university policy, EAAs are not allowed in classrooms or other university buildings (non-residence buildings).

## PERSONAL ELECTRONIC DEVICES

The ability to use a computer for data acquisition and data analysis is an essential component of modern chemistry. For many activities, the Chemistry Department will provide Vernier LabQuest tablets, laptops and desktops for data acquisition and analysis. However, students may bring their personal electronic devices (laptops, tablets, cell phones, etc.) to the laboratory to assist in data acquisition and analysis, if they wish. This document enumerates the Chemistry Department's policies with regard to student personal electronic devices in our laboratory facilities.

- 1) Students who bring personal electronics to the laboratory do so AT THEIR OWN RISK.
  - a) The Chemistry Department under no circumstance assumes responsibility for damage to a student's personal electronic device if said device is placed by the student or another person on a laboratory bench or in a fume hood.
  - b) In the CHEM 100 (MG 1025), CHEM 130 (MG 1029), CHEM 131 (MG 1023), Organic (MG 1036 and MG 1040), Analytical Chemistry (MG 1030) laboratories and faculty research laboratories there are designated "chemical-free" tables at which students may use their personal electronic devices. However, the Chemistry Department takes no responsibility for damage to said devices in these areas caused by student actions which include, but which are not limited to, placing chemicals on the "chemical-free" tables, reckless behavior, or malicious behavior.
  - c) In the Inorganic/Physical Chemistry laboratory (MG 1026), the Biochemistry laboratory (MG 1022) and the instrument rooms there are no "chemical-free" areas. Therefore, the Chemistry Department will not be responsible for damage to a student's personal electronic devices in these spaces.
  - d) The Chemistry Department is not liable for damage to student personal electronic devices caused by acts of God or natural disasters, as normally defined under law.
- 2) When computers are provided by the Chemistry Department for data acquisition and analysis, all students must save their data to their own university desktop, to their Y: drive or to a portable memory device. Data files on these computers will be regularly purged and the Chemistry Department is not responsible for lost data.

I understand that, if I bring my personal electronic device (laptop, tablet, cell phone, etc.) into a chemistry laboratory, I do so at my own risk and that the Chemistry Department will not be responsible for any damage to said personal electronic device.

With my signature, I acknowledge that I have read and understand the rules and policies stated in this document and will abide by them:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Name (please print)

\_\_\_\_\_  
Student ID