

Instructions for ACC employee in charge of science activity involving visitors:

1. Use the *Safety Rules for Visitors to Science Laboratory Classrooms* and the *Science Laboratory Activity Visitor Waiver & Release of Liability Form*:

a. when there are people participating in your activity who are not enrolled in your class or who are not ACC lab science employees (any ACC employee who is not employed by Biology, Chemistry or Physical Sciences)

AND

b. when a physical, biological or chemical hazard exists during the activity.

2. ACC employees do not have to fill out the waiver form.

3. Before the activity, check the relevant boxes on the Safety Rules form and photocopy for all participants. Each participant will receive a copy to keep.

4. Staple a copy of the completed Safety Rules form to the completed waivers. After the activity, send them to your departmental safety coordinator.

5. Do not sign waiver forms as a witness.