

Safety Rules and Information

Health and safety are paramount values in Austin Community College (ACC) science courses. In this course you are expected to: (1) understand and comply with environmental, health and safety regulations and procedures, and (2) conduct yourself professionally. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the activity and may be withdrawn from this class or subject to disciplinary proceedings. You will receive specific safety training before most activities. If you are late and miss this training, you will not be able to participate in the activity. You can read the complete ACC science safety policy at: http://www.austincc.edu/sci_safe/.

Emergencies

- **Any Emergency** - call ACC Police Dispatch from an ACC Phone at **222**, or from a mobile or other phone at **223-7999**, as soon as possible. Tell the dispatcher that you are at the _____ Campus in Room_____.
Location of nearest ACC phone: _____
- **Fire** - pull the nearest fire alarm located: _____
- **Evacuation** - if evacuation is necessary, go to the designated rally point away from this building and report to your professor.
Directions to nearest exit: _____
Location of rally point: _____

Safety Equipment and Information

- **Chemicals** – information about chemicals for this laboratory are in a Material Safety Data Sheet (MSDS) notebook located: _____
- **Fire extinguisher** locations: (1) _____
(2) _____
To use a fire extinguisher: first rotate, then pull the pin in the handle and squeeze the handle while pointing the nozzle at the base of the flame.
- **Electrical shock** - if a person is experiencing electrical shock touching wires or equipment, use non-conducting material, such as a meter stick or belt, to pull them away from the electrical source.
- **First aid kit** - only minor cuts and burns will be treated with the first aid kit. Serious injuries must be treated in a medical facility. Emergency Medical Services (EMS) will be called if you are injured and are unable to take yourself to a medical facility.
First aid kit location: _____

Dress code and personal protective equipment (PPE)

- You must wear:
 - Closed-toed shoes when chemicals or boiling water is used in the laboratory.
 - Long pants or skirts (below the knee), if directed by your professor, for laboratory activities involving chemicals or boiling water.
 - Safety glasses or goggles marked ANSI Z87.1 for specific laboratory exercises.
- You may purchase your own safety eyewear or use safety glasses provided by ACC. ACC-provided eyewear is sanitized with ultraviolet light after it is used, but ACC cannot guarantee that the loaned eyewear is sterilized of all microbes.

Laboratory conduct

- Follow all procedures in manuals and handouts, and instructions given by the professor or laboratory technician.
- Place power cords so that people will not trip over them and disconnect them by pulling on the plug, not on the cord.
- Keep one hand in a pocket or behind your back when working with live electrical circuits, or with circuits that have capacitors or batteries.
- Read all labels on equipment and pay attention to hazard information.
- DO NOT:
 - Horse around or perform unauthorized experiments.
 - Place liquids near computers, keypads, or other electrical equipment.
 - Touch bottles or containers of chemicals unless instructed to do so
 - Block walkways with a backpack, coat or other personal items. Follow instructions for their temporary storage. Bring as few items to lab as possible.

Laboratory hygiene

- Clean up your laboratory table before leaving.
- DO NOT:
 - Return equipment to storage unless directed to do so.
 - Dispose of broken blades, light bulbs or broken glass in the trash. Ask the professor or laboratory technician how to dispose of these items.

Disease

- Blood-borne diseases, such as HIV and hepatitis, can be transmitted from person to person through contact with human blood and other body fluids.
- Follow these Universal Precautions whenever exposure to human body fluids is possible:
 - Consider all body fluids (such as saliva or blood) as potentially infected.
 - Do not touch or come into contact with anyone else's body fluids.