

Safety Rules and Information

Health and safety are paramount values in science classrooms, laboratories and field activities. You are expected to learn, understand and comply with ACC environmental, health and safety procedures and agree to follow the ACC science safety policy. You are expected to conduct yourself professionally with respect and courtesy to all. You can read the complete ACC science safety policy at: http://www.austincc.edu/sci_safe/

Emergencies

1. If there is a fire, major chemical spill or other emergency call ACC Police Dispatch as soon as possible.

ACC POLICE DISPATCH: 222 (from an ACC phone) 223-7999 (from a cell or other phone)

Tell the operator your campus _____ and exact location in the building _____

Location of nearest ACC phone: _____

2. If evacuation is necessary:

- take your personal belongings with you if possible;
- on your way out, close but do not lock the classroom door;
- go to the designated rally point away from this building and remain until all-clear is given.

DO NOT LEAVE CAMPUS.

Directions to nearest exit: _____

Location of rally point: _____

Safety Equipment and How to Use It:

- Information about **chemicals** used in this laboratory can be found in Material Safety Data Sheets (MSDSs) and in a chemical inventory located _____
- Fire extinguishers** are located: (1) _____
(2) _____

To use a **fire extinguisher**:

- twist the pin and then pull it out of the handle
- hold the end of the hose and point it at the base of the fire
- squeeze the handle

- Fire blanket** is located: _____
If you are on fire, stop, drop and roll. Let someone else to get the fire blanket.
- If a person is experiencing electrical shock from touching wires or equipment, carefully use a meter stick, chair, or other non-conducting material to push the person away from the electrical source.
- A **safety shower** is located _____. If you spill a significant quantity of chemical on yourself immediately stand under the shower and pull the handle. Disrobe. The instructor will evacuate the room and close the doors for your privacy. Someone of your gender will stay to help you. Stand under the shower for at least 20 minutes. You will be given clothing after the shower.
- An **eyewash** is located _____. If a chemical is splashed or rubbed into your eyes you must use an eyewash for at least 20 minutes with your eyes held open. Someone will help you with this.
- First aid kit** is located: _____
 - Only minor cuts and burns will be treated in the lab. 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.
 - The instructor must fill out a report describing your injury.

Personal Protective Equipment (PPE)

- Safety Eyewear – You must wear safety eyewear (safety glasses or goggles) marked Z87 when directed to do so by the lab instructor or in lab safety instructions. 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.
- Shoes – You must wear closed-toe shoes when chemicals or boiling water are used in the laboratory.

- Clothing – You must wear pants or skirts (below the knee), if directed by your professor, for laboratory activities involving chemicals or boiling water.

Lab Conduct

DO NOT do these things:

- Come to class while intoxicated or while under the influence of drugs that impair your ability to safely perform the lab or field activity;
- Horse around or perform unauthorized experiments;
- Place liquids near computers, keypads, or other electrical equipment;
- Block walkways with a backpack, coat or other personal items.

DO these things:

- Follow all procedures in manuals and handouts, and instructions given by the professor or laboratory technician;
- Store backpacks, coats, and other personal items as directed; Bring as few items to lab as possible;
- Report broken glass and chemical spills to your instructor or lab technician immediately;
- Place power cords so that people will not trip over them. Disconnect 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.

Lab Hygiene

DO:

- Clean up your individual work area/equipment and community work areas/equipment before leaving.
- Put items used for lab back as they were given to you. If unsure, ask before putting something away.

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

Diseases such as HIV and hepatitis can be transmitted from person to person through contact with human blood or other body fluids. Follow the Universal Precautions whenever exposure to human body fluids is possible:

- Consider all body fluids (saliva, blood, urine, feces, vomit) as potentially infected with a harmful pathogen.
- Do not touch or come into contact with anyone else's body fluids.

Consequences for not complying with safety procedures:

1. You will not be able to participate in a lab activity if:
 - a. you are late for class and have missed safety training specific for that day's lab or field activity;
 - b. you have forgotten your personal protective equipment;
 - c. you refuse to wear personal protective equipment;
 - d. you have not followed safety policies and procedures for that lab or field activity.
2. You may be withdrawn from the class and not reinstated if:
 - a. you missed required safety training at the beginning of the semester;
 - b. you repeatedly fail to follow lab safety policies and procedures.
3. You may be expelled from ACC if you thoughtlessly or intentionally jeopardize the health or safety of another individual.