**PROCEDURE – STUDENT SAFETY TRAINING**

**Purpose**

To proactively identify, prevent, and mitigate risk of injury to students.

**This procedure applies to:**

All students participating in academic activities that require the use of Personal Protective Equipment (PPE) to protect against chemical or other safety risk.

**Scope**

Students performing any academic activity that requires the use of Personal Protective Equipment (PPE) to protect against chemical or other safety risk, shall receive safety training by their faculty concerning the potential hazard(s), the proper use of the PPE, safety features in the laboratory, and what actions to take in the event of an accident, injury or spill. Examples of PPE include, but are not limited to, gloves, goggles, safety glasses, lab coats, closed toe shoes, and hearing protection.

The student instruction shall include information about the general chemical, biological and/or other safety hazards that are being controlled by the PPE as well as information about accessing and understanding specific data for individual hazards that may arise in the planned activities as the semester progresses. Students should be aware of where all Safety Data Sheets concerning chemicals utilized at SSU. [Click here to be taken to the site](https://msdsmanagement.msdsonline.com/company/8511B604-100D-449A-9A6B-366EFF19DA04).

Following the safety training, students required to wear PPE shall sign a Student Safety Training Acknowledgement Form (SSTAF) or an equivalent form approved by EH&S, demonstrating that they have received proper laboratory safety training. If an equivalent form is used, the form must meet or exceed the content in the SSTAF. The safety training shall be performed by the instructor and documented by the student by signing the SSTAF prior to engaging in any activity that requires PPE.

The instruction required by this policy shall be conducted for each class, each semester, whether or not the student has received it for any other classes.

**Responsibilities**

**Instructors:** The instructor of record for a course utilizing PPE is responsible for ensuring students are familiar with and properly using required protective devices. Additionally, where the Student Safety Training is applicable, the instructor is responsible to ensure all enrolled students have received the training and are required to forward signed training acknowledgement forms to department offices. See the Student Safety Training and Acknowledgement form attached.

**Academic Departments:** Will identify a point person(s) who is (are) responsible to collect, record, retain, and update the SSTAF. The department point person will ensure that the SSTAF is reviewed annually and that the student-signed SSTAF is maintained by the department, as per the Sonoma State University records retention schedule. The revised retention schedule is three years plus current.

Deans’ Offices shall maintain a record of the names and contact information of the point persons for all departments and confirm that the Departmental procedures for the SSTAF are reviewed annually.

**Environmental Health & Safety:** Shall work with department chairs and college deans to assist in identifying courses requiring PPE, approving alternative SSTAF forms and processes, and can act as an advisory body as to what type of training will be offered to students.

EH&S will conduct an annual review of the SSTAF by selecting a random sample of courses within each applicable department, to ensure compliance with the SSTAF and retention schedule.

**Student Safety Training**

**Required for everyone working in laboratory or studio areas**

**Applicability/Scope**

This training applies to any student that may encounter chemical or physical hazards requiring the use of Personal Protective Equipment (PPE). Examples where this training is applicable are:

* Chemistry labs
* Biology labs
* Art studios (painting, etching, photography, metal/wood shop, lithography, ceramics)
* Engineering
* Anthropology
* Geology

**Safety Tenets**

Ensuring laboratory/studio safety is not just the responsibility of the instructor, it is the responsibility of everyone. You are expected to be familiar with the safety rules and to conduct your laboratory/studio work in a safe manner at all times. The instructor will review the following safety rules and regulation with you and will point out the location and operation of the safety equipment (e.g. emergency eyewash stations), Safety Data Sheets (SDS) for chemicals and other available safety equipment. These Safety Rules apply to all students, faculty, staff and admin at Sonoma State University.

# Chemical Hygiene

1. Whenever you are working with chemicals one should always be properly protected.
   1. Wear gloves.
   2. Wear goggles.
   3. Work under fume hood.
   4. Wear a lab coat or other protection.
   5. Long hair must be tied back.
   6. Only wear closed toed shoes.
2. For chemical information refer to the **SDS** books found in the lab.
3. No Chemicals or equipment may be removed from the laboratory. DO NOT take anything from one lab to another.
4. Do not waste chemicals by taking excessive amounts. Discard excess chemicals in waste containers.
5. Close all chemical containers tightly and return them to their proper shelves after each use. Place all hazardous wastes in proper receptacles. **READ THE LABELS**
6. Clean all equipment and glassware promptly after each use to avoid accidental exposure or injury to others.
7. Transport liquids in containers with absorbent.

# Food

Eating or drinking are not allowed in lab or studio areas where chemicals are stored or used.

# Personal Hygiene

1. Wash promptly with running water if skin contact is made with any chemical.
2. Wear appropriate eye protection.
3. Do not do sniff tests.
4. Do not mouth pipette anything.
5. Wash hands well, before leaving the lab.
6. No eating, drinking or smoking in any laboratory/studio.
7. Do not bring food, beverages or tobacco products into chemical storage or use areas. Food, drink and especially tobacco absorb chemical vapors and gasses from the air.
8. **NEVER** PUT ANY CHEMICAL OR PIECE OF EQUIPMENT IN YOUR MOUTH.

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# Protective Clothing and Equipment

Personal protective equipment is provided by Sonoma State when and where necessary. It is the responsibility of each student, faculty, staff or admin to be certain that the appropriate equipment is worn.

* Equipment Available: Eyewear, Aprons, Lab Coats, Gloves, Ear Protection, Dust Masks, Fume hoods

**WORK WILL NEVER BEGIN UNTIL ALL POTENTIAL BYSTANDERS ARE ALSO PROPERLY ATTIRED.**

* Jewelry or ornamentation that could be caught by equipment or interfere with lab work must be removed.

# Housekeeping

A clean work area is much safer than a cluttered or dirty one. Some things to strive for:

1. Keep aisles, hallways, doorways and stairs clear of all chemicals and tanks and boxes.
2. Keep all work areas and especially workbenches clear of clutter and obstructions.
3. All work surfaces and floors should be cleaned regularly.
4. Access to emergency equipment, showers, eyewashes, and exits must NEVER be blocked or obstructed.
5. Wastes should be kept in the proper containers and labeled properly.
6. Any unlabeled containers are considered wastes by the end of a workday.
7. Clean up spills promptly.
8. Place broken glass in broken glass boxes.

# Immediately check with lab instructor when:

* 1. There is a new procedure, process or test, even if it is very similar to older practices.
  2. There is a new change or substitution of any of the ingredient chemicals in a procedure.
  3. There is a failure of any of the equipment used in the process, especially safeguards such as fume hoods or clamp apparatus.
  4. There are unexpected test results. When a test result is different than the predicted outcome.
  5. When members of the staff become ill, suspect exposure, smell chemicals, or otherwise suspect a failure of engineered safeguards.
  6. Spills occur

**RESTRICTIONS**

Student assistants are not allowed to:

1. Move gas cylinders, change or adjust regulators
2. Clean up mercury spills
3. Access hazardous chemical stores or cabinets
4. Provide equipment or chemicals to students, faculty, or other departments without prior instruction
5. Authorize access to stockrooms or lab rooms

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1. KNOW THE LOCATION OF THE, EYEWASH, EMERGENCY SHOWER, FIRST AID KIT, FIRE EXTINGUISHER AND TELEPHONE/FIRE ALARM BOX. YOUR INSTRUCTOR WILL TELL YOU HOW AND WHEN TO USE THEM.
2. STUDENTS ARE NOT ALLOWED TO WORK ALONE IN A LABORATORY UNTIL BEING THOROUGHLY CHECKED OUT ON RELEVANT OPERATIONS OF EQUIPMENT, PROCEDURES AND OBTAINING THEIR SUPERVISORS CONSENT
3. ***DO NOT*** THROW BROKEN THERMOMETERS INTO THE TRASH OR BROKEN GLASS RECEPTACLES!!!!
4. REPORT ALL ACCIDENTS AND INJURIES TO YOUR SUPERVISOR. LABORATORY INJURIES WILL BE TREATED AT THE STUDENT HEALTH CENTER.
5. EMPLOYEES WILL BECOME FAMILIAR WITH MSDSs FOR CHEMICALS THEY WILL WORK WITH **BEFORE** BEGINNING WORK

**ACKNOWLEDGEMENT**

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| **Name (Print)** | **ID #** |
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I AM AWARE OF AND UNDERSTAND THE ABOVE INSTRUCTIONS AND PROCEDURES

SIGNATURE DATE