Colgate University
Student Safety Agreement and Laboratory Code of Conduct

Students working in laboratories agree to abide by the following safety guidelines:

**GENERAL**

1. I have been shown the location and understand the use of the eyewash & safety shower. I also know the location of the first aid kit, fire extinguisher and fire blanket.

2. I will wear departmentally approved protective clothing/materials when the laboratory or field activities demand such protection:
   a. eye/face protection when performing chemical or biological manipulations/experiments that could splash, splatter or impact the eye (e.g., lasers and or airborne particulates/aerosols).
      **Note:** Contact lenses do not provide eye protection!
   b. departmentally-approved hand protection and protective clothing (e.g., lab coat) while performing chemical, biological or extreme temperature manipulations/experiments.
   c. appropriate skin protection by covering legs and torso. (I also understand that wearing shorts or loose-fitting clothing is not permitted in some circumstances.)
   d. appropriate footwear with a substantial sole (to protect feet from cuts) and adequate uppers (to protect feet in case of spills or physical injury) as required. Sandals, clogs, ballet-slipper style shoes and Birkenstocks will be prohibited in certain laboratory settings.

3. I understand that if my hair is longer than shoulder length it must be tied back while performing chemical/biological/radiological manipulations as well other operations where loose hair presents a potential health and safety hazard.

4. I understand that drinks and foods (including gum), and water bottles will not be brought into a lab where chemical/biological/radiological procedures are conducted.

5. I understand the importance of keeping my hands away from my face, eyes, mouth and exposed skin while using chemicals or preserved specimens. I will wash my hands thoroughly with soap and water after performing all experiments and prior to leaving the laboratory.

6. I know that generally speaking a clean lab is safer than a dirty, cluttered lab. I will make an effort to keep my work area clean and uncluttered.

7. I understand that the use of audio players and video players is unsafe in certain laboratory settings. Their use in the laboratory requires the permission of my instructor or supervisor.

8. Cell phones should be turned off in the laboratory, unless I have permission of the instructor or supervisor for specific laboratory settings. A cell phone may be used in an emergency.

9. Information that I can obtain from a Material Safety Data Sheet (MSDS) has been explained to me. Also, I am familiar with how to access Colgate’s Environmental Health and Safety website [http://www.colgate.edu/DesktopDefault1.aspx?tabid=1755&pgID=7235](http://www.colgate.edu/DesktopDefault1.aspx?tabid=1755&pgID=7235) and ChemWatch ([http://colgate.chemwatchna.com](http://colgate.chemwatchna.com)) to obtain access to on-line MSDSs as well as chemical safety information.
10. **Working alone in the lab or working “after hours”:**
   a. I understand that some laboratory procedures should not be carried out while working alone. I will discuss all procedures with the professor to determine whether or not, and when others need to be present.

   b. When I need to work unsupervised in the lab outside “normal working hours” (i.e., before approximately 8:00 a.m., after approximately 4:30 p.m., or Saturdays, Sundays, or holidays) I will make prior arrangements with the professor. A standing arrangement to work in a laboratory outside “normal working hours” can be established with Campus Safety by an email or letter sent by my professor/supervisor. I will also notify Campus Safety (x7333) of my arrival, the anticipated duration of the laboratory session, and my departure.

11. I will not attempt to use equipment or try a technique that I am not familiar with or have not been trained to use. Additionally, I will **not remove** any chemical /biological /radiological substance from any laboratory unless my professor has authorized me. Upon authorization, I will handle/transport the substance using necessary safety precautions that have been explained to me by the professor/lab instructor.

12. I understand that all chemical waste will be disposed of in an appropriate manner and in the marked waste containers. I will never mix chemicals in sink drains. Sinks are to be used only for water and disposal of those solutions designated by the professor/lab instructor upon receiving prior approval by Colgate’s Chemical Hygiene Officer.

13. I understand that if I have any known chemical/biological sensitivities/allergies germane to the lab setting that I can alert the professor/lab instructor who will treat this as confidential information. I understand that this action is voluntary.

14. When working with living animals I will follow proper procedures for their handling and maintenance, and for ensuring their good health. I will treat animals with proper respect, and inform my supervisor when I suspect an animal is not in good health.

**EMERGENCY**

1. Any chemical splash to the body, hazardous chemical spill, fire, or other safety hazards will be reported immediately to the professor/lab instructor. The professor/lab instructor will notify EHSO and Campus Safety as soon as possible.

2. I am aware that any chemical splash to the skin or eyes must be flushed with running water. Any splash to the eye-must be flushed with running water from the eyewash station for a minimum of 15-mins followed by medical attention. Similar time duration for skin exposure is recommended. I will notify the professor/lab instructor immediately. The professor/lab instructor will notify EHSO and Campus Safety as soon as possible.

**Agreement:** I have read this “Student Safety Agreement” and agree to follow the listed conditions as I participate in this course/lab/research project: __________________________________________

______________________________   __________________________
Print Student’s Name         Date

__________________________________________
Student’s Signature

Rev: 11/25/08