

**SAFETY INSTRUCTION AND VERIFICATION  
(STUDENT LABORATORY AND/OR FIELD WORK)**

**TO THE INSTRUCTOR:** Please read the applicable information printed on the "Instructions for Student Safety Verification Form" to your class (document available in your Department Office/Issue Room and CNSM Safety Website). **Check off each topic on this form as you discuss it with them. Write "N/A" for topics that do not apply.** Return the completed sheet to your Dept. Office or Issue Room. It is your responsibility to describe the hazards associated with the course and the appropriate health and safety measures needed to minimize the risks posed by the hazards. This document was designed to facilitate this task. Throughout the semester, it is your responsibility to ensure that the appropriate health and safety measures are followed. Any questions regarding this safety training and documentation and enforcement should be directed to the Department Chair, or the CNSM Safety Office (x55623).

**TO THE STUDENT:** It is your responsibility to be knowledgeable in the safety-related matters associated with this course and to abide by the safety policies and procedures presented by the instructor. Part of the evaluation of your performance in this laboratory will be based upon your strict attention to these safety policies. **Failure to meet these requirements may result in expulsion.**

**INSTRUCTOR NAME:** \_\_\_\_\_ **COURSE:** 100A **SECTION NO.:** \_\_\_\_\_

**Part I. GENERAL SAFETY MATTERS:** This entire section is required information for everyone.

- 1. Right-to-know/Hazard Communication – Labeling containers and rooms
- 2. Material Safety Data Sheets (MSDS)
- 3. Goggle policy for liquids, lasers, UV light, flying particles
- 4. No eating/drinking/food and no smoking policies
- 5. Housekeeping/clean-up
- 6. Conduct in the laboratory or field site, no personal electronic devices may be used unless for instructional or emergency use\*\*
- 7. Reporting of accidents, exposures and injuries (Instructor must turn in an *Incident Report Form* too)
- 8. Student medical costs (no coverage!)

**Part II. SAFETY EQUIPMENT AND PROCEDURES:** Points 5 and 6 apply to everyone.

- 1. Safety shower
- 2. Eyewash
- 3. Fire extinguishers
- 4. Proper Laboratory Attire (closed-toe shoes **REQUIRED AT ALL TIMES** in labs that **EVER** use corrosive/toxic chemicals – **NO sandals!**)
- 5. Emergency evacuation route (required information for everyone)
- 6. Emergency phone procedures (required information for everyone)
- 7. College safety supply cabinet
- 8. Chemical and/or biological hood
- 9. Protect house vacuum. Use a vacuum trap

**Part III. CHEMICAL AND EQUIPMENT HAZARDS:** Point 10 applies to everyone. Point 15 may apply to many.

- 1. Chemical storage and incompatibilities
- 2. Proper disposal of chemical wastes
- 3. Use and handling of concentrated acid and bases
- 4. Use and handling of toxic chemicals & exposure routes
- 5. Use and handling of carcinogenic chemicals
- 6. Use and handling of radioactive materials
- 7. Use and handling of biohazards
- 8. Use of scientific glassware
- 9. Handling and reporting of chemical spills
- 10. Proper disposal of broken glassware/sharps (required information for everyone) *Thermometers, glassware*
- 11. Use and handling of water reactive chemicals
- 12. Use and handling of oxidizing and reducing chemicals
- 13. Use and handling of reproductive toxins
- 14. Use and handling of compressed and/or liquefied gas
- 15. Equipment hazards e.g. centrifuges, Bunsen burners etc. (list the equipment to be used on this line) *Rotating Masses  
Hot plate in Centripetal  
force apparatus*

**Part IV. FIELDWORK AND TRAVEL HAZARDS:** (Additional documentation required prior to departure. See NOTE to instructors below.)

**NOTE:** All instructors/trip leaders who conduct field trips/projects **MUST** review the current *CNSM Field Trip/Project Safety Manual*. This Manual is available in Department Offices/ Issue Rooms and on the CNSM Safety website. Prior to the first field exercise, the instructor/trip leader shall present the applicable portions of the Manual to the students and require the students to sign a separate training sheet at that time. You must give the sign-up sheet to your Dept. Office.

- 1. Motor vehicle and driver requirements
- 2. Field Trip/Project Safety Manual (covers equipment, buddy system, emergencies, climate, terrain, wildlife etc. details.)

\*\* The CSULB policy states: "**Disciplinary action:** The University, through appropriate administrators, may take the following disciplinary actions against employees or students who violate proper safety procedures willfully or through negligence. The severity of this action will be determined by circumstances of the violation:  
(a) Oral reprimand (b) Written reprimand placed in his/her official folder (c) Temporary suspension (d) Demotion (CSULB employee) (e) Dismissal or expulsion

**TURN OVER FOR SIGNATURES**