**STUDENT LAB SAFETY & MAINTENANCE POLICY**

**Safety** of self and others is the primary concern in the laboratory setting. To ensure the safety of students and faculty in the laboratory, students are expected to follow the policies and procedures for Lab Safety & Maintenance in the SVSTI Academic Catalog. Students are encouraged to expand their skills through safe practice. Demonstration of critical safety elements by faculty is required prior to any student being allowed to use any equipment. Students will be required to demonstrate appropriate safety with all equipment, techniques and procedures in the laboratory prior to practicing as patients or clinicians.

**General Lab Safety Rules and Policies:**

1. No long sleeves are allowed under scrub tops.
2. No bulky/large/chunky jewelry. Simple necklaces and post earrings are allowed.
3. No facial jewelry.
4. No rings or bracelets of any kind.
5. No hats of any kind are allowed in lab.
6. Minimal makeup is allowed.
7. No fake (Gel or Acrylic) nails. Nails should be short, natural color without polish.
8. Beards must be kept trimmed.
9. Good personal hygiene must always be kept.
10. Students will be responsible for sterilizing items.
11. Students will be responsible for keeping towels in hamper and folding clean ones.
12. Students will be responsible for letting their instructor or Program Director know when an item needs to be reordered.
13. Any accidents, injuries, or unexpected responses to intervention or skills being practices should be immediately reported to the lab instructor.
14. Students must report any unsafe situations to staff or faculty immediately.
15. Though every effort is made to ensure that all equipment is functioning properly, students must notify the instructor of any broken or malfunctioning equipment.
16. Absolutely no cell phones can be use during instruction time. If you are seen using your phone one during class your instructor will ask you to put it away. If you have it out a second time, your instructor has the right to send you home for the day.
17. You are considered tardy at 1 min past the start of class time. You will also be considered tardy if you leave class early. Weekly lab evaluations cannot be made up. Door will be locked 5 minutes after start of class.
18. Students are only allowed in Lab when an instructor is present.
19. No open toed shoes are allowed in lab.
20. Teamwork is expected.

**Maintenance:**

* Students are responsible for cleaning the lab after every class
* All equipment and treatment areas shall be cleaned following each use with an approved antimicrobial cleanser.
  + - All counter tops/flat surfaces will be cleared off and cleaned
    - Timers will be put back on the whiteboard
    - Floors will be swept & mopped
    - All equipment will be wiped down with disinfectant wipes
    - Scrub sinks will be cleaned
    - Trash will be taken out
* All equipment & supplies should be returned to their storage areas at the end of each lab session.
* Students should adhere to the *Hazardous Materials* safety precautions while using chemical cleansers.
* **No lab equipment or supplies may be removed without written consent of the lab**

**Instructor.**

Initial the Following:

* I understand that the Lab Safety & Maintenance Policy – found on svsti.com
* I understand that the Emergency Preparedness Plan – found on svsti.com
* I understand that the MSDS binder is found in the lab
* I agree to follow all Lab Safety & Maintenance Policies

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SVSTI Faculty: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_