



## **Lab Safety and Maintenance Policy**

**Safety** of self and others is the primary concern in the laboratory setting. To ensure the safety of students, faculty, and staff in the laboratory, students are expected to follow the policies and procedures for Lab Safety and Maintenance. Students are encouraged to expand their skills through safe practice. Demonstration of critical safety elements by faculty/staff 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 in the field.

### **General Lab Safety Rules and Policies:**

- No long sleeves are allowed under scrub tops.
- No bulky/large/chunky jewelry. Simple necklaces and post-earrings are permitted.
- No facial jewelry.
- No rings or bracelets of any kind.
- No hats of any kind are allowed in the Lab.
- Minimal makeup is permitted. No false lashes.
- No fake (Gel or Acrylic) nails. Nails should be short and natural in color without polish.
- Beards must be kept trimmed. No hair extensions or unnatural hair color.
- Good personal hygiene must always be maintained.
- Students will be responsible for sterilizing items.
- Students will be responsible for keeping soiled towels in the hamper and folding clean ones.
- Students will be responsible for informing their Instructor or Program Director when an item needs to be reordered or restocked.
- Any accidents, injuries, or unexpected responses to interventions or skills being practiced should be reported immediately to the Lab Instructor.
- Students must report any unsafe situations to staff or faculty immediately.
- Though every effort is made to ensure that all equipment is functioning properly, students must notify the instructor of any broken or malfunctioning equipment.
- Absolutely no cell phones can be used during instruction time. If you are seen using your phone during class/Lab, your Instructor will ask you to leave and has the right to send you home for the day.
- You are considered tardy if you arrive 1 minute after the start of class. You will also be considered tardy if you leave class early. Weekly Lab Evaluations cannot be made up. The door will be locked 5 minutes after class starts.
- Students are only allowed in the Lab when an Instructor is present.
- No open-toed shoes are allowed in the Lab.
- Teamwork is expected.
- No food or drinks are allowed in the Lab/Classroom at ANY time.
- Weekly Lab evaluations cannot be made up. If a student is more than 15 minutes late, an absence will be recorded.

**Lab Maintenance:**

- Students are responsible for cleaning the Lab after every class and for completing the weekly cleaning list.
- All equipment and treatment areas shall be cleaned following each use with an approved antimicrobial cleanser.
- All countertops / flat surfaces will be cleared off and cleaned.
- Timers will be put back on the whiteboard.
- Timers will be turned off and placed in the appropriate bin.
- Floors will be swept and mopped.
- All equipment will be wiped down with disinfectant wipes.
- Scrub sinks will be cleaned.
- Trash will be taken out.
- Trash will be collected and taken out.
- All equipment and supplies should be returned to their designated storage areas at the end of each Lab/class.
- Students should adhere to the Hazardous Materials safety precautions when using chemical cleansers.
- No lab equipment or supplies may be removed without the lab Instructor's written consent.

**Initial the Following:**

- I understand and have read where the Emergency Preparedness and Response Plan Binder (*Evacuation for Earthquake, Fire, and Medical*) is. The binder is kept in the Lab.
- I understand and have read where the MSDS Binder (*Material Safety Data Sheets Binder*) is. The binder is kept in the Lab.
- I understand and agree to follow all policies in the Lab Safety and Maintenance Policy.

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

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

SVSTI Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_