

To ensure a safe working and learning environment, all students must comply with the following guidelines provided by the Office of Risk Management and Environmental Health and Safety (RM & EHS).

* Familiarize yourself with campus emergency procedures and evacuation instructions posted in each classroom and laboratory.
* Report any hazards to your instructor or RM/EHS at (310) 243-3012 or (310) 243-3000.
* During emergencies, abide by the directions provided by your instructor, floor warden, lab technician, police officer or other campus employee.
* Immediately report any injuries, however minor, to your instructor or to the University Police department at (310) 243-3639 or extension 3639 from a campus telephone.
* If work in your class involves contact with hazardous materials, you must receive training on the nature of the material(s) you will be working with from your instructor, including proper handling methods and the use of personal protective equipment.

These guidelines also apply for academic activities that take place outside of the classroom or away from the campus.

Contents

[**Laboratory Work RULES** 1](#_Toc110852381)

[**Shop and Studio Work RULES** 2](#_Toc110852382)

**Laboratory Work RULES**

* Only students authorized by the appropriate college department, instructional faculty member, and who are adequately trained may use laboratory facilities, materials, and equipment.
* Students must **NEVER** work in laboratories alone.
  + Review the working along/independently policy on the CSUDH EHS website
* Experiments or projects involving chemical agents must be performed within a fume hood or within areas that have adequate ventilation.
* Eating, drinking, and smoking is prohibited in all laboratories.
* Mouth pipetting prohibited in all laboratories.
* Individuals working with and or around hazardous materials must wear the appropriate personal protective equipment for the hazard(s) they may encounter.
  + At a minimum, this will include appropriate safety goggles/glasses and closed toe shoes, long pants, and a lab coat.
* The laboratory must be left in a clean and orderly condition:
  + Dirty apparatus and glassware must be cleaned and stored in appropriate locations.
  + Hazardous materials not for immediate use must not be accumulated in the laboratory.
  + These items must be returned to department stockroom for proper storage.
* Students are not permitted to work in the laboratory outside of regularly scheduled hours without the instructor completing the working alone/independently form prior to the assignment.
  + Non-supervised access to laboratories for special projects is allowed under certain circumstances.
  + Such access must be pre-arranged with the instructor and approved by EHS.
* A project to be left operating unattended must meet the following criteria:
  + Projects to be left unattended must first be discussed with the supervising faculty.
  + Reasonable care must be exercised to prevent the development of hazardous situations in case of unexpected occurrences such as electrical power interruption or equipment failure.
  + All running water connections must be secured.
  + Apparatus must be:
    - Tagged, indicating its contents
    - The name and phone number of both the student and the project advisor
    - The dates of start-up and shutdown
  + All services left on (gas, water, electricity) must have a tag on the valve or switch reading "**DO NOT TURN OFF**".
* Minors are **NOT ALLOWED** in laboratories unless they are enrolled in or affiliated with an authorized academic program.
* All experiments and projects must utilize equipment provided by CSUDH.
  + Use of non-university equipment is **PROHIBITED**.

**Shop and Studio Work RULES**

* Only students who are enrolled in relevant courses and who have passed the safety test may use machines in shops.
* Students who are enrolled in courses taught in a studio may use that studio at times when classes are not in session.
  + Access to studios is covered by the Studio Access Policy.
  + In these cases, students working in studios during off hours must use the buddy system.
* Students operating stationary or portable machines or tools must don recommended PPE to safely use the machine(s).
* Students operating stationary or portable machines or tools may only do so with the direct supervision of instructional support technician or instructor.
* The shop must be left in a clean and orderly condition.
* Tools and equipment must be cleaned and stored in appropriate locations.
* Doors and windows must be closed and locked when the shop is unattended.
* Visitors are not permitted in shops or studios.
* **All projects** must utilize equipment and material provided by CSUDH.
* In cases where the University cannot provide suitable equipment for students to complete their projects, a documented equipment review must occur to ensure:
  + The University may accommodate the equipment
  + The equipment has all necessary and functioning safety devices
  + The student can demonstrate skill in operating the equipment.