

College Operating Procedures (COP)



Procedure Title: Laboratory Safety
Procedure Number: 08-0817
Originating Department: Public Safety

Specific Authority:

Board Policy 6Hx6:1.02; 6Hx6:7.03
Florida Statute 1001.65; 1013.11
Florida Administrative Code (SREF) Chapter 4.2 (6) Toxic Substance Safety Precautions.

Procedure Actions: 01/01/04; 07/01/09

Purpose Statement: To establish a procedure for the safe operation of all campus science laboratories. All laboratory rules and regulations shall apply to all campuses and facilities leased by Florida SouthWestern State College.

Guidelines:

To establish a procedure for the safe operation of all campus science laboratories. All laboratory rules and regulations shall apply to all campuses and facilities leased by Florida SouthWestern State College.

School Chemistry Laboratory Safety Guide <http://www.cdc.gov/niosh/docs/2007-107/>

Procedures:

- I. Florida SouthWestern State College's science laboratories have guidelines in place to ensure compliance with all federal and state health, safety, and sanitation requirements. Inspections shall be conducted annually to ensure compliance with all federal and state requirements. Records shall be kept as required by code or law.
- II. The Department of Public Safety and the laboratory paraprofessionals are responsible for overseeing that all campus laboratories adhere to the guidelines set forth. Laboratory paraprofessionals shall oversee the training for instructors and students. This shall include, but not be limited to, laboratory general safety, security and housekeeping. Students enrolled in science classes will be required to read the laboratory rules and sign statements indicating that they have read and agreed to abide by all classroom rules before classroom experiments may proceed.

- III. Annual pre-inspections of all campus science labs shall be carried out by Public Safety and science paraprofessionals. They shall oversee the proper labeling and storage of chemicals, including chemical and biological waste products, suitable chemical storage, eye, face and body protection, decontamination methods, proper ventilation, fire protection, emergency shut off locations and who/where to call for help in the event of an emergency. Disposal of waste substances deemed hazardous shall be coordinated and disposed of by an authorized, licensed agency.

- IV. An annual safety inspection shall be conducted under the State Requirements for Educational Facilities (SREF) as set forth by the Florida Department of Education.