Science Laboratory Instructor Responsibilities

Your cooperation in following these rules is appreciated and will ensure that all faculty using the laboratories will have a clean, organized, and safe environment in which to teach their classes. As the instructor of a lab class, it is critical that you enforce all the safety rules. Students only follow such rules to the extent that you stress their importance, require compliance, and set the example.

1. Instructors must have read and abide by the UAA Chemical Hygiene Plan (CHP). A copy of the CHP can be found in every lab as well as on-line at the Mat-Su College website under “Science Labs.”

2. Instructors must be in the lab to supervise their students at all times. Unattended students, children, and non-service animals are not allowed in the labs.

3. Students must wash their hands every time they enter and every time they leave the laboratory.

4. Students in the lab must be dressed appropriately:
   a. legs must be covered (pants, long skirt, etc.); shorts or short skirts, etc., are not permitted
   b. feet must be covered with close-toed shoes; sandals or open-toed shoes are not permitted
   c. long hair must be tied back
   d. contact lenses may not be worn

5. You are required to make sure that students are wearing the necessary personal protective equipment (PPE) during experiments.
   a. lab coats – a lab coat must cover the student’s street clothes and arm down to the hand
   b. goggles – goggles must fit snugly against the face, have covered air vents, and meet the ANSI Z87.1 standard; they must be worn whenever students are working with glassware or transferring chemicals
   c. gloves – nitrile gloves are provided in each laboratory classroom

6. Students and instructors are required to correctly label all used glassware and containers.

7. All used chemicals must be placed in properly labeled waste containers.

8. Make lab clean-up a part of your class activities every meeting. Allow time at the end of class for students to wash glassware, dispose of wastes and trash properly, clean equipment and replace it in its proper area. Benches should be clean and free of debris. Students who share a lab classroom with the microbiology students are also required to disinfect their benches before and after use.

9. It is the responsibility of each instructor to assess the condition of the lab before leaving. Please make sure everything is clean and in order for the next instructor to use the space.

10. Before leaving class for the day, make sure that lab equipment has been switched off and unplugged, that chairs are pushed in, lab supplies have been returned to their proper locations, that the lights and projector have been turned off, and that the door(s) to the laboratory are closed and locked.

11. Review the General Safety Regulations and the Lab Safety Regulation Acknowledgement sheet with each class you teach. Students are required to sign copies of each and return it to you.

I have read the “Science Laboratory Instructor Responsibilities with Safety Regulations” form and agree to abide and enforce these rules in my laboratory classroom.

Instructor Signature

X

Printed Name & Date Signed

X

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