



Laboratory Safety Sheets and Student Training in Teaching Laboratories

School of Arts and Science California State University, Channel Islands

PURPOSE

The purpose of this document is to provide procedures and timeframes related to safety sheets for laboratory and studio courses taught within the college of Arts and Science.

BACKGROUND

The School of Arts and Science is responsible for ensuring that all students registered in laboratory and studio courses are provided with laboratory/studio safety training at the start of each semester. The instructor of record is responsible for providing the training, and the training must be documented with a safety sheet/training acknowledgment form.

OVERVIEW

Safety training should occur during the first-class meeting of the course. The training should cover the potential hazards and risks associated with the course. In addition, the training should cover the procedures for fires and earthquakes. The technicians will provide two copies of the safety sheet/training acknowledgment form for each student, one for the student to keep and the other gets signed and returned to the instructor. After census date (fourth week of instruction) the instructor is responsible for returning the signed safety sheet/training acknowledgment forms along with their class roster to the technician that preps their course.

PROCEDURES

Printing of safety sheet/training acknowledgment form:

1. Before the semester starts, the Instructional Support Technician's (ISTs) will print and collate safety sheet/training acknowledgment forms for each laboratory/ studio course.
2. ISTs will ensure that they have enough safety sheet/training acknowledgment form to provide every registered student two copies (one for the students records and one that is signed and returned to the instructor)

Timeframe:

1. ISTs will provide safety sheet/training acknowledgment form as part of the prep for the first course meeting.
2. The instructor will cover safety with the students during the first course meeting.
 - a. The instructor will have students sign the safety sheet/training acknowledgment forms.
 - b. The instructor will collect the signed safety sheet/training acknowledgment forms.
3. Census date (end of fourth week of instruction) the instructor will provide the IST with 1) Class roster (printed after census date) and 2) the safety sheet/training acknowledgment forms
4. ISTs will check to ensure that safety sheet/training acknowledgment forms have been received by all sections that they prep.
 - a. If sections are missing, they will inform the LSO who will follow up with the instructor
5. ISTs will organize and submit the safety sheet/training acknowledgment forms to the Laboratory Safety Officer (LSO)
6. LSO will 1) scan and upload the safety sheet/training acknowledgment forms to the One Drive and 2) keep the safety sheet/training acknowledgment forms as paper copies in the dean's office for 3 years.