|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course |  |  | Semester and Year |  |

**Part A. Lab Coordinator**

I have provided the instructors, GTAs and TAs for this laboratory course with training in the following programs, course procedures, and rules.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature** |  |  | **Date** |  |
|  | Lab Coordinator |  |  | Date of Training (if all at once) |
| **Print Name** |  |  | **Dept** |  |
|  | Lab Coordinator |  |  |  |

**Part B. Topics Reviewed with New Instructors**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Lab, Department, and University Safety Policies** | |  | |
| ⇒ | Emergency instructions, University Police 911 from any campus phone or 415.338.2222 from cell phones | |  | |
| ⇒ | Evacuation alarm Promptly leave the building with students via nearest safe exit. Stay outside until safe to return. | |  | |
| ⇒ | Discuss procedures for handling chemical spills, uncontrolled chemical reactions, or accidents and earthquakes | |  | |
| ⇒ | Review the location of spill kits, first aid kits, and fire extinguishers and when to use them. | |  | |
| ⇒ | **Review the lab safety rules and agreement form and how to document the student lab safety orientation** | |  | |
| ⇒ | Review the EH&S website and location of the Chemical Hygiene Plan (CHP), Biosafety Program Manual (if applicable) and Lab Safety and Management web page. | |  | |
|  | **Chemical Hygiene and Safety** | |  | |
| ⇒ | Review hazardous materials to be used. Explain labeling and storage requirements | |
| ⇒ | Demonstrate how to find chemical Safety Data Sheets for materials used in the course | |  | |
| ⇒ | Review signs & symptoms of overexposure to selected hazardous materials used in the course | |  | |
| ⇒ | Review lab-specific use of fume hoods, eye washes, biosafety cabinets and other available safety equipment | |  | |
| ⇒ | Discuss required eye protection, clothing, lab coat, and gloves for work in this laboratory course | |  | |
|  |  | |  | |
|  | **Waste Storage, Labeling and Disposal** | |  | |
| ⇒ | Explain **Satellite Accumulation Areas**, policy for storing and disposing of haz.waste & contacting stockroom staff | |  | |
| ⇒ | Show how to fill out waste ID tags properly. Discuss proper disposal of e-waste and batteries | |  | |
| ⇒ | Review proper handling of broken glass, syringes, or other "sharps”, and biological waste (if applicable) | |  | |
| ⇒ | Review lab safety policy and disposing of unwanted reagents and lab materials to the students enrolled in class | |  | |
|  |  | |  | |
|  | **Field Trips Outdoors (if applicable)** | |  | |
| ⇒ | Discuss security, safety rules, and how to respond to injuries and illness in the field | |  | |
| ⇒ | Explain how to recognize symptoms of heat stress and discuss precautions for heat, cold, & climbing hazards |  | |

By my signature, I am indicating that I have had an opportunity to discuss health and safety aspects of this course   
with the laboratory coordinator and that I agree to abide by University and Department policies.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SFSU ID #** (Required) | **Name** (First MI, Last,) **Please Print** | **Signature** | **Course Section** | **Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Double-sided form. Additional signatures on page 2**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course |  |  | Semester and Year |  |

Page 2 of 2

**Topics Reviewed**

1. Safety Policies and Emergency Response
2. Chemical Hygiene and Safety
3. Waste Storage, Labeling and Disposal
4. Field Trips Outdoors

**By my signature, I am indicating that I have had an opportunity to discuss health and safety aspects of this course   
with the laboratory coordinator and that I agree to abide by University and Department policies.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SFSU ID #** (Required) | **Name** (First MI, Last,) **Please Print** | **Signature** | **Course Section** | **Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |