



## **EHS Written Practice Directive**

### **Lab Safety Training For Students Taking Laboratory Courses**

<b>Division:</b> Administration & Finance
<b>Department:</b> Environment, Health, and Safety
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#### **Authority:**

CSU Executive Order 1039: Environmental Health & Safety Policy

#### **Objective:**

Define the process of providing safety training to students taking laboratory courses or working in laboratories.

#### **Statement:**

Students must be trained to recognize and respond appropriately to hazards in the laboratories they participate in.

#### **Procedures:**

1. As part of the lab course curriculum, lab instructors define the required lab safety rules and safe work practices applicable to the hazards of the course.
2. The lab instructor communicates the lab rules, emergency procedures, and the location and proper use of lab emergency equipment at the start of the course.
3. This training is documented on a student-signed form acknowledging acceptance of rules and awareness of procedures.
4. The lab instructor compares the signed student forms they were given with the class roster to identify any overdue or incomplete forms and follows up with any students that have not turned in their forms. This ensures that all students have completed the documented safety training.
5. These forms (or a copy) are sent to the department office. The department office is responsible for providing EHS with annual statistics (by September 1) that document the total # of students trained (i.e. the # of completed forms turned in) and the total # of students on rosters.