TEACHING LABORATORY SAFETY INFORMATION SHEET

Students in the BSCE or BSENVE programs in the Department of Civil and Environmental Engineering (CEE) are required to conduct laboratory experiments as part of the degree requirements. Conducting experiments potentially expose a person to risk of injury or illness. CEE has established policies and procedures that will provide a safe, healthy and secure environment for all students, faculty, staff and visitors. This information sheet highlights key procedures from CEE’s Lab Safety Plan. Students are encouraged to read the full plan: (https://www.pdx.edu/cee/lab-safety).

For policies to be effective, you need to be an informed participant in our procedures. This information sheet informs you, as a student, that for all CEE teaching labs you are REQUIRED to:

✓ Check in with the Lab Instructor prior to beginning any experiments.
  - The Lab Instructor will:
    • Provide any training you may need for the safe conduct of the experiment.
    • Notify you if any hazardous chemicals or materials will be used in your experiment and the necessary precautions.
    • Notify you if any personal protective equipment (PPE) is required for the experiment. PPE may include eye protection, gloves, aprons, or dust masks.

✓ Be a partner in lab safety.
  - Wear any required PPE that has been provided to you.
  - Read all procedures and associated safety information prior to the start of an experiment.
  - Listen and comply with all instructions.
  - Place all belongings in the designated space to keep walkways and paths clear.
  - Only use equipment for its designed purpose.
  - Know the location of safety equipment in and near the laboratory such as:
    • fire extinguishers
    • eyewash stations and/or safety showers (if you are working with chemicals)
    • spill kits and first aid stations
    • all exits.
  - Assist others in maintaining a safe working environment.
  - Follow appropriate and safe disposal procedures of chemicals and other waste.
  - Refrain from drinking or eating in the lab.
  - Do not store food or drink in laboratory refrigerators.
  - Wash your hands before you leave the lab, especially after chemical use.

✓ Dress appropriately.
  - Wear closed-toed footwear that completely encloses the foot to protect against the hazards commonly encountered in laboratories. Open toe or open heel sandals or shoes with a ventilated construction are not acceptable.
  - Wear clothing that completely covers that skin.
  - When required, wear clothing that completely covers the skin, avoid loose clothing (e.g. open jackets and scarfs), and tie back long hair.

✓ Report any safety events or issues.
  - Report all hazardous situations and events to the lab instructor, faculty member or PSU Environmental Health and Safety (EH&S). Reports can be made with the Near-Miss and Incident reporting form on the EH&S website (link is posted on CEE Lab Safety website). All questions are voluntary and form can be submitted anonymously. There will be no impacts to grades or student status for reporting safety issues.

Additional training or additional safety information may be required for off campus trips or experiments. If you are employed or conducting research in a research lab with a lab-specific safety plan, you must first be certified by the lab’s Principal Investigator (PI) as meeting the safety requirements prior to beginning work. More information and a list of each lab PI is in the CEE Lab Safety Plan.

In case of EMERGENCY: Police/ Fire/ Ambulance call 9-1-1
PSU Campus Public Safety Emergency: 503-725-5911 Non-Emergency: 503-725-4407

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