

School of Sustainable Engineering and the Built Environment (SSEBE)

General Laboratory Safety Policy

August 14, 2017

PREAMBLE – “A message from the Director of SSEBE”

The accelerated growth of research programs at ASU/Fulton Schools, coupled with ever-increasing regulatory pressure, necessitates that we maintain and improve our safety protocols and procedures.

- As a Research I University, ASU needs to set the standards for excellence, including safety excellence. SSEBE is taking a leadership position within the University on safety issues.
- Space issues necessitate creative use and sharing of laboratories; opportunities for accidents and injuries increase as a result.

Our safety mission is to not only provide a safe lab environment for all who enter the lab, but to also prepare students for the career they have chosen, to enhance their ability to pursue it, and to provide industry with the strongly prepared workforce needed to go forward.

- Safety is an important issue in industry; graduates and new hires are expected to work and behave in a safe and environmentally responsible manner. ASU graduates will be even more highly sought after and will attract even more positive attention to our University because of their more sophisticated knowledge of working safely.
- The University environment is a most appropriate setting for students to learn the expectations of their anticipated professional life and prepare/practice. The faculty, established experts in their fields, should instill in the students a “safety first” attitude and emulate best practices in environmental safety and health.

This policy is intended to provide a means for the SSEBE Faculty and Leadership to apply fair and equitable safety rules to all of our students, graduate and undergraduate.

- Our goal is for all students to complete their studies injury-free and without serious safety incidents.
- Activities that present substantial hazards in one area may not even be a consideration in others therefore faculty and staff may interpret the rules as appropriate in each laboratory’s setting and environment.
- This policy is intended to provide a set of general rules and to empower the Faculty and the Laboratory Support Group are confronted with an individual who refuses to obey the rules.

In the event of a conflict between SSEBE policy and that of the University, ASU policy shall prevail.

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Our Responsibilities

The responsibility of the SSEBE Laboratory Support Group is to provide safety training, keep current documentation on laboratory hazards in designated locations within each laboratory, communicate to the student specific hazards in the laboratory, and provide familiarity with the hazards for the laboratory the student is working in before any field or laboratory research begins.

The relevant staff for ISTB2 are Jeff Long and Peter Goguen. For ISTB4 and Engineering Center the relevant staff is Stan Klonowski. For all other locations and field research contact beforehand for more instructions. The responsibility of the student is to follow all established guidelines, read safety notices/warning, follow safety protocols and ask questions before conducting any research where new chemicals, instruments or spaces are to be used. The responsibility of the student's faculty advisor is to remain up to date on all relevant safety training and promote a culture of safety and mentorship within their laboratory, serve as a role model for safety and help SSEBE staff identify and address safety issues in their laboratories.

Rewards and Recognition for student showing outstanding Laboratory Safety

Each year, a SSEBE student is selected from a pool of nominees will be awarded and recognized for their contribution to SSEBE Laboratory Safety. The announcement will appear on the SSEBE Web site and in Academic Advising's newsletter. A certificate and prize is also presented.

What happens when there is a laboratory safety concern?

The Faculty and Leadership of the School of Sustainable Engineering and the Built Environment (SSEBE) have adopted a policy regarding Laboratory Safety Guideline compliance. When an offense occurs, the Laboratory Support Group person observing the offense or evidence of the offense will notify the supervising faculty and other relevant staff. The Laboratory Support Group will retain an incident notebook and the offense will be documented in this book. The first incident will be reported to the student's academic/research advisor, and a meeting between the student, advisor, and the Laboratory Support Group will be convened, depending on the severity of the incident. The student might be required to take additional safety training. Further non-compliance will lead to stricter measures that are at the discretion of the faculty advisor and the Laboratory Manager.

SSEBE Laboratory personnel reserve the right to issue verbal warnings prior to formally reporting an offense. SSEBE also reserves the right to proceed directly to removal from the lab area and termination if the offense warrants. It is to the discretion of the supervising faculty to determine the extent of the enforcement and, if necessary, the Director of SSEBE and the Dean's Office.

A student safety representative shall be appointed on a semester-to-semester basis by each lab area's PI and will work together with the SSEBE Lab Support Group to recommend safety actions as appropriate.

Signature _____ date _____

Print Name _____

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