AFTER HOURS BUILDING ACCESS….

1. **You are never to work alone after hours in the building. You have been given access to the building under the condition that you will work in pairs with another authorized lab mate…..**

   Authorized **Lab Mate name:** _____

   ****Exceptional circumstances to working alone in a laboratory. The no working alone policy is for your own safety. You should not be alone in a laboratory at night or weekends. However, if no one can be with you, your advisor must be notified. The advisor is responsible for students working under exceptional circumstances. You must set up a system such that someone (advisor, campus police, etc.) knows when you will be in the laboratory and when you leave. The person designated must be able to check on you if they do not receive a notification from you. For example, text messages before and after working in the laboratory to your advisor.

2. Justification for request:_____

   _____

   _____

3. Eye Protection: Depending on the nature of the procedure, safety glasses, goggles, or face shields are required. Check with your supervisor.

4. Apparel:
   - Lab coats, or jackets are ***strongly*** recommended to protect your clothing.
   - ***Shoes are required*** at all times. Sandals are discouraged since they provide no protection from spills.
   - Gloves should be worn when working with hazardous chemicals or glassware at extreme temperatures. Use the appropriate gloves for the work you are doing. Check with your supervisor.
   - Dust masks and respirators should be worn when needed.

5. Eating and Drinking: The consumption of food or drink in the lab is forbidden.

5. Hair and Clothing: Long hair must be tied back and clothes with baggy sleeves should not be worn in the lab

7. Emergency Assistance: Each laboratory has a list of emergency numbers for the Fire Department, Police, Rescue Squad, and other emergency personnel.

8. Transporting Chemicals: **Never** carry more chemicals than you can safely handle. Hold bottles securely from the top and bottom. Avoid carrying incompatible chemicals at the same time. **Chemicals transported between floors should be carried on carts up an elevator; never by hand on the stairs.**

I have read and understand the above Safety Rules and will adhere to these conditions

Student Name _____ **Signature:**_____**Date**_____
(**Printed**)

Student ID# _____

Lab Room Number_____

Faculty Name _____ **Signature:**_____**Date**_____
(**Printed**)

Date of activation:_____**Date of deactivation:**_____

Access days and time (ie: Sunday and Saturdays from 6 am till 10 pm) _____

UPDATED 8/19/2015