

LNBCS Safety Policy

Lab/Facility-Specific Safety Policies to be followed in HHS 5023/4 Laboratory on Neural Bases of Communication and Swallowing

This document outlines the policies specific to this lab. These policies supplement those outlined in the **CHBS Safety Plan**.

- In case of emergency evacuation, immediately exit the lab through the nearest door and leave the building at any posted exit. Move away from the building and meet at the posted evacuation meeting location.
- For emergencies, there is a telephone available on the user side of the lab and in Interview Room #1 (HBS 5003).
- If you have any questions or concerns please contact the Lab/Facility Director, Academic Unit head, or CHBS Safety Officer.

LNBCS General Guidelines

1. **Responsible behavior in the laboratory is essential.** If working with chemicals or glass, be very aware of your actions and behave responsibly.
2. **Students must be adequately prepared for laboratory work.** Students should be knowledgeable about laboratory procedures and the proper use of equipment prior to working independently in laboratories. Students should practice appropriate and safe techniques while learning and practicing skills in the lab.
3. **Laboratory doorways must be accessible at all times.** Furniture should not be placed to obstruct the entries/exits.
4. **Laboratory access is limited to authorized individuals only.** Unauthorized individuals are not allowed in labs at any time.
5. **Do not eat, chew gum, smoke, or apply cosmetics in the equipment side of lab.** All drinks should have a lid. Eating should be done only on the user side of the lab and please clean up after yourself.
6. **Wash hands** frequently, and especially after handling chemicals, bodily fluids (saliva, etc), as well as before and after touching participants.
7. **Wear gloves when working with potentially toxic or irritating materials and when handling materials that will be in close contact with participants (e.g. oral cavity).**
8. **Keep your work area neat and organized** for efficient work and to avoid accidents.

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9. Electrical Safety

- Wet materials may not be used around electrical outlets or equipment.
- Students are responsible for reporting to the appropriate laboratory supervisor any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
- No electrical cords will be left in the pathway of walking traffic.
- Non grounded (2-prong) extension cords shall not be used.
- Extension cords are for temporary use only.
- Always verify electrical plugs match the voltage/amps of the device you're connecting to.

10. Ergonomics

- Use caution when lifting heavy objects, equipment, and/or people. Seek assistance when needed.
- In labs requiring heavy lifting, students will be instructed in principles of body mechanics and safe lifting prior to practicing these skills. Equipment wheels (e.g. beds, wheelchairs, stretchers) are to be locked during practice and return demonstrations.
- Equipment needed for heavy lifting (e.g. beds, wheelchairs, stretchers, carts, dollies, etc.) must be kept in good working condition. Report any faulty or broken equipment immediately to the laboratory supervisor.

11. **Review Safety Data Sheets (SDS) before using hazardous chemicals.** All laboratory workers should be familiar with information concerning all potentially hazardous chemicals before using them. SDS include information about safe handling, disposal and steps to take in case of accidental release (e.g., spill, leak). Knowledge of this type of information should be in hand BEFORE the chemical is handled. MSDS for chemicals are in a binder in the chemical cabinet above the sink.

12. **No unauthorized experiments in the laboratory.** Use only the quantities of reagents as instructed in written procedures, and no more. Consult your instructor if you have any doubts about the instructions in the laboratory manual or written procedure. Prior approval should be obtained from the supervisor/instructor whenever a new laboratory procedure, test or experiment is carried out, or there is a change in an existing procedure, test or experiment.

13. **Work in the laboratory should be carefully 'thought out'.** Plan ahead. If you give no thought to what you are doing, you predispose yourself to an accident.

14. **Students should report allergies, injuries and/or mobility limitations, communicable disease or other health concerns** (such as those that occur during pregnancy, after surgery, or during medical treatment) to their laboratory supervisor as soon as possible so that necessary precautions may be taken. At the discretion of the laboratory supervisor, medical clearance from a physician may be required before students may be permitted to work in laboratories that might present hazards to the student.

15. **Laboratory doors leading to hallways are to be closed during any laboratory activity.**

16. **Cleaning and Maintenance of the Laboratory and Equipment**

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- It is the responsibility of all those who use a laboratory for keeping equipment and the physical space clean, neat and orderly. Supplies should be replaced at the end of each session; shortages should be reported to the Laboratory Supervisor.
- Floors, counters, and furniture will be cleaned by appropriate personnel at the end of each semester and more frequently if needed.
- Laboratory equipment will be cleaned and serviced as needed. The protocol for cleaning equipment is directed by the product manufacturer.
- Laboratory safety equipment must be regularly checked and maintained.

Specific Policies for LNBCS

- Only turn on laser emitters on the TECHEN fNIRS system when lasers are placed on the scalp
- All spills on the floor in the Users room must be cleaned up immediately to avoid slips and falls
- Glassware that breaks must be removed immediately in either the testing room or the Users room to avoid injury
- When an instrument is not in use in the Testing room it should be moved to the side of the room and cords removed to avoid tripping.
- **Latex Allergies.** Students, faculty and staff may come in contact with products containing latex in the laboratory environment including, but not limited to, disposable gloves. Individuals who are allergic to products containing latex, must notify the Lab Supervisor who will make appropriate accommodations to minimize the risk of allergic reaction.
- Any items that are inserted into the mouth such as a tongue depressor must be discarded immediately after use.
- Any airflow masks must be cleaned with alcohol after use and allowed to dry before use with another person.
- All Tygon tubing going into a person's mouth must be discarded immediately after use.
- Dental impressions made for an individual may only be re-used by the same individual

Lab/Facility Contacts

Campus Police:	(emergency)	x6911 / 442-6911 (<i>off-campus</i>)
Campus Police:	(non-emergency)	x86913 / 568-6913 (<i>off-campus</i>)
Lab/Facility Director:	Erin Kamarunas	x88846/ kamaruee@jmu.edu
CHBS Safety Officer:	Ozlem Ersin	x82705/ ersinoh@jmu.edu
Academic Unit Head:	Cynthia O'Donoghue	x86440 / odonogcr@jmu.edu