

## General Physics Dept Lab & Safety Rules

January 2018

**As a member of the Physics Department, you must do the following:**

- 1) Attend a general Physics Safety Training meeting as scheduled, sign the attendance sheet, and take the **appropriate** on-line safety training from Texas Tech University Environmental Health and Safety (EHS) (<http://www.dept.ehs.ttu.edu/ehs/ehshome>) (**EVERYONE MUST DO THIS**).
- 2) For those of you working in **laboratories** (this includes using saws, grinders, shatterbox and polishing equipment) you must take the **Lab Safety** training found on the EHS website. It is also HIGHLY recommended that you read section A of the Laboratory Safety Manual found on the EHS website ([http://www.dept.ehs.ttu.edu/ehs/ehshome/docs/UNIVERSITY\\_LABORATORY\\_SAFETY%20MANUAL\\_08.10.2017.pdf](http://www.dept.ehs.ttu.edu/ehs/ehshome/docs/UNIVERSITY_LABORATORY_SAFETY%20MANUAL_08.10.2017.pdf)). You must agree to act responsibly in the lab at all times, neither putting yourself nor others at known risk. Take the appropriate training for the procedure(s) being performed and sign the sheet accompanying each procedure to acknowledge that you have **read and understand** the laboratory rules concerning appropriate general laboratory behavior, PPE (personal protective equipment) required in the laboratory, and the procedure you will be doing in the laboratory.
- 3) Go to the following website:  
<http://www.depts.ttu.edu/communications/emergency/index.php>  
Read the information under the heading Emergency Procedures (found on the left-hand side and view the Shots Fired Training video).
- 4) Read TTU operating policy 60.01 (University Health and Safety Program) (<http://www.depts.ttu.edu/opmanual/OP60.01.pdf>).
- 5) When participating in any departmental event, activity, or field trip act responsibly during the at all times, neither putting yourself nor others at known risk. Attend any **mandatory** organizational meetings for the activity and read all associated materials. Sign any required documents associated with the activity to acknowledge that you have **read, understand, and will follow** the materials and safety issues that have been addressed about the activity.
- 6) At the beginning of the term, **if you are a TA you must provide a copy of each of your rosters to Debra Boyce in SC 101 by the Friday of the second week of labs.** These rosters will be placed on a clipboard and hung in each lab. In the event of an emergency, please take the clipboard with you to the Designated Outdoor Safe Meet Area (**DOSMA**) to account for those in your charge. Report to the Emergency Action Coordinators (**EAC's**) which for our department will be Keith West, Debra Boyce or the Building Emergency Manager (**BEM**). Refer to your clipboard for what action should be taken by you depending on the type of emergency being experienced. Maps and instructions are provided for various types of emergencies. As the TA you are the person responsible for your students. PI's should appoint a Research Assistant Point of Contact (**RA POC**) to account for students in their research labs in the event of an emergency. EACs should be notified by TA's, RA's & faculty as appropriate of the well-being of those in your charge as soon as it is safe to do so. Each faculty member and TA is responsible for dissemination of information to students under their supervision.

**Failure to follow these rules may result in disciplinary action, which could include termination.**