VESTER MARINE FIELD STATION LABORATORY SAFETY

Supervisor Responsibilities:

Each faculty, staff, or student supervisor at Vester Field Station is directly responsible for the safety of all persons under their immediate supervision including students, permanent and temporary employees, as well as official volunteers. Accordingly, supervisors shall: (1) provide all employees with formal safety instructions including a complete review of the University’s General Lab Health and Safety Procedures Manual at least once annually; (2) provide employees with locations of all safety gear and instructions on use prior to assignment of duties, including chemical shower, eyewash, first aid kit, broken glass container, spill kit and personal protective equipment (PPE, e.g., gloves, eyewear, lab coat); (3) ensure that all required safety equipment is available for use by employees and properly maintained; (4) provide necessary first aid training; (5) inspect work areas and equipment for unsafe practices and conditions; (6) take prompt corrective action to eliminate any hazards; (7) report all accidents and conduct any necessary investigations; (8) and enforce all safety rules and regulations.

Employee / Student / Volunteer Responsibilities:

All employees, students and volunteers are required to review and follow applicable protocols in the University’s General Lab Health and Safety Procedures Manual that can be found on the web at http://www.fgcu.edu/EHS/GeneralLabSafety.html and familiarize themselves with the Vester Guidance book on what to do in the case of an emergency (i.e., hereafter termed “Panic Book”); in particular the following:

1. Notify your supervisor (research mentor or instructor) immediately if you have any medical condition (e.g., pregnant, allergic to any chemicals, diabetes, immunological defect) that may require special precautionary measures in the laboratory.
2. Conduct yourself in a responsible manner at all times in the laboratory.
3. Follow all written (including safety signage) and verbal instructions carefully.
4. Perform only those experiments authorized by your supervisor. Do not use equipment without instruction.
5. Keep the work area clean and uncluttered, with chemicals and equipment being properly labeled and stored.
6. Observe good housekeeping practices, including emptying garbage cans and washing dishes, even in office and lunch room areas to avoid attracting insects that could compromise brood stocks and algae cultures.
7. Clean-up the work area on completion of an operation, and at the end of the work day – counters tops should be wiped off and areas swept; all equipment should be secured and room should be locked, if last person leaving.
8. Do not eat, drink, smoke, apply makeup, apply bug spray, or sunscreen in the laboratory, animal holding area or near air pump intakes. Confine long hair, loose clothing, and dangling jewelry.
9. All people must wear shoes (closed-toed, non-skid shoes) and clothing appropriate for the agents and equipment in the laboratory.
10. Eye protection, disposable gloves, and protective laboratory coats must be worn any time chemicals are being used in the laboratory. Do not wear PPE outside of laboratory areas.
Gloves may be contaminated, remove them before opening room doors, refrigerators, incubators etc.

11. Transfer of acids and caustics must be done under the fume hood.

12. Locate, and when appropriate, learn to use exits, fire extinguisher, fire blanket. Fire extinguishers are placed throughout the buildings. Untrained employees are not expected to fight fires, instead immediately evacuate the room and assemble outside the building. Employees trained in the use of fire extinguishers may voluntarily choose to extinguish only very small fires. If the extinguisher does not put out the fire, leave the building immediately.

13. If you work with hazardous materials you should be trained on the proper use and storage of hazardous materials. Your supervisor should review the proper procedures for preventing spills, and emergency procedures if a spill happens.
   a. If the spill is not life threatening but you are not comfortable or properly trained to clean up the spill contact the Director of Environmental Health & Safety (EH&S) or designee (590-1414) and the Facilities Manager. If you are properly trained and have the appropriate protective equipment to clean up the spill follow the proper clean up procedures. If you are not properly trained, and/or do not have the appropriate protective equipment, contact the Safety Officer. Contact the EH&S to manage the waste properly.
   b. If the spill of hazardous material is possibly life threatening, evacuate the spill site, warn others to stay out of the area, and proceed to a safe location nearby. Contact the EH&S and the Facilities Manager. Post signs if necessary to stay out.
   c. All spills and accidents are to be reported to your supervisor immediately.

14. Place chemical wastes where instructed. DO NOT wash chemicals into floor drain.

15. Never leave heat sources unattended. Always assume that hot plates are hot.

16. Use appropriate apparatus when handling hot glassware.

17. Keep containers of alcohol, acetone, and other flammable liquids away from flames.

18. Always follow manufacturer’s recommendations for using electrical equipment; do not use electrical equipment to perform a task for which it is not designed.

19. Do not allow any liquid to come into contact with electrical cords. Always handle electrical connectors with dry hands. Before turning equipment on, check that all power cords are in good condition. Keep cords out of the wet areas (e.g., sinks, raceways, water on floor)! Never attempt to disconnect electrical equipment that is crackling, snapping, or smoking.

20. Make sure that any outlet near a sink or other water source is Ground-Fault Circuit Interrupter (GFCI) protected.

21. If you see a person being electrocuted, DO NOT TOUCH THEM! The electricity can go through you, too. If possible, turn off the power (pull the plug or trip the circuit breaker), or use an item made of non-conductive material (e.g., wooden broom handle) to pry them away from the contact. Call 911 immediately.

22. Do not pick up broken glassware with your hands. Use a broom and dustpan, and discard the glass in the red sharps containers. Never dispose of anything sharp (e.g., razor blade, needles, scalpel blades) into trash can.

23. Persons working with animals are at risk of being pinched, scratched, stuck with a spine or stung by animals during handling. The most common way to contract a zoonotic (diseases that can be transmitted between animals and people) infection is to place the infectious
material directly in your own mouth, eyes, or nose. Always wash your hands after handling an animal or anything that the animal has touched. Never smoke, drink, or eat in animal tanks or before washing your hands.

24. Wear disposable gloves when working with blood, other body fluids, or mucous membranes. Change gloves after possible contamination or damage. Wash hands immediately after gloves are removed.

25. Students should also use rubber gloves and safety glasses when working with noxious chemicals used for treating fish, cleaning, and disinfecting fish tanks and equipment (e.g. bleach, formalin).

26. Cover any cuts or scrapes with a sterile, waterproof bandage before attending lab.

27. Protocols must be in place to prevent the escape of animals from the facility, in particular non-indigenous or chemically-exposed animals. Effluents should be properly discharged into wastewater drains, treatment systems, or collected for proper disposal.

28. ALWAYS leave the lab clean and organized for the next researcher.

29. ALWAYS WASH YOUR HANDS with soap prior to leaving the laboratory.

30. When using boats for scientific research or education – follow Vester Boat Safety Rules and be sure to fill out log book in office.

Vester Marine Field Station Laboratory Safety Contract

I, ________________________________ have read and agree to follow all of the safety rules set forth in this contract. I realize that I must adhere to these rules to insure my own safety, and that of my fellow students and instructors.

I am aware that any violation of this safety contract that results in unsafe conditions may result in being removed from Vester Field Station

________________________________________  ______________
Student Signature                          Date

• Student’s Printed Name ________________________________

• Please List any known health problems or characteristics that may be of laboratory safety concern, such as handicap, hemophilia, color blindness, diabetes, pregnancy, severe allergies such as bee sting.

• Person and phone number to be contacted in case of emergency.