**LABORATORY MANAGEMENT AND CHEMICAL HYGEINE PLAN**

**COMPUTER INFORMATION SYSTEMS**

**NORTH GEORGIA TECHNICAL COLLEGE**

SAFETY:

All new students at North Georgia Technical College have access to the online student handbook at [www.northgatech.edu](http://www.northgatech.edu). The Student Handbook contains sections pertaining to Liability, Safety, Emergency Evacuation, Severe Weather, and Conduct. Emergency Evacuation signs are placed in both the Environmental Technology classroom and in each Environmental Technology lab.

Students receive instructions in Laboratory Safety, Fire Safety, and Hazardous Chemicals in the following course: CIST 1122.

Each student receives instruction from lecture and lab exercises which includes information on Fire and Tornado Drills and the use of hand tools. The handling of chemicals is discussed in the MSDS lab. Good Laboratory Practices and Guidelines are included in the North Georgia Technical College Safety Manuel.

LIABILITY:

In order to provide a safe environment, students are not allowed in the department without permission of the department instructor. Students are not allowed to operate equipment without prior instruction and the instructor must be present in the department.

Flammable chemicals are stored in an OSHA approved flammable storage cabinet. Corrosive chemicals are stored in an OSHA approved corrosive storage cabinet. Hazardous materials are stored appropriately. No known carcinogens are used in the department. Material Safety Sheets are on file in the department and are also available online at [www.msdsonline.com](http://www.msdsonline.com).

Students are instructed in the use of safety equipment in all courses where the equipment is required. Appropriate laboratory safety, fire safety, and first aid supplies are available in the department. Accident protocol is stressed during the safety units of all courses

All on-campus students are covered by an institutional accident insurance policy.

LABORATORY OPERATIONS:

1. All students will dress appropriately for all lab activities. NO OPENED TOED SHOES ARE ALLOWED. STUDENTS WILL WEAR SHOES/BOOTS THAT COMPLETELY COVER THE FOOT. NO BARE FEET ARE ALLOWED.

2. Lab activities take place in hot and cold weather. All students must dress appropriately for weather conditions. Sunscreen or large brimmed hats are strongly recommended for summer time lab activities

3. Each student has the responsibility for maintaining his/her work area in a clean and orderly manner.

4. Job assignments are made on a daily basis for lab activities.

5. No tobacco products are allowed in class or lab.

6. Broken glassware is disposed of in the appropriate broken glassware container

7. Any blood spills are cleaned up immediately using a Bloodborne Pathogens Spill Kit and disinfected with a 10% Clorox solution. An emergency infection control kit is available in the department for use in the event of a biological spill. Clean up procedures for blood/body fluids is posted in the department

8. Emergency eye wash stations, emergency showers, and fire extinguishers are available in the Environmental Technology Labs

9. Safety equipment such as safety glasses and ear plugs are available in Environmental Technology labs and will be used by all students when required.

10. Chemical spills will be cleaned up immediately using a chemical spill kit provided in the department and/or chemical storage room and disposed of following hazardous chemical guidelines for the institution.

11. In the event of exposure to hazardous chemicals, the exposed individual will undergo post-exposure treatment as outlined in the institution’s Hazardous Chemical plan.

12. Minor first aid is available in the department.

13. In case of a medical emergency, dial 911 or 9-911 from a campus phone and/or 706-754-7700 or 706-754-7731.

TOOL/EQUIPMENT USE:

The Environmental Technology program has a variety of equipment that is shared for the use of all students. Maintenance and upkeep of this equipment is the responsibility of everyone. The following guidelines are designed to help facilitate the management of tools and equipment.

Large Equipment

1. Any equipment used should be checked out by the instructor

2. A complete inspection of the machine should be performed prior to removing the machine the shop. This includes checking fluid levels.

3. The equipment should be cleaned before it is placed in the shop.

4. The machine should be returned to its designated parking space.

5. The keys MUST be removed from all machines when they are returned and the keys must be returned to the instructor.

6. Any problems or damage that occurred during operation should be reported to the instructor immediately.

7. **Prior approval is necessary before operating any equipment.**

**UPDATED October 21, 2014**