

LABORATORY SAFETY CONTRACT
LABORATORY INSTRUCTOR

Department of Chemistry & Biochemistry
Boise State University

Employee Name	BSU ID Number	Date
Street Address / Apt. #	City / State / Zip	Phone Number (valid/current contact number)

You are appointed as a laboratory instructor to teach Chemistry lab course(s) for the Department of Chemistry & Biochemistry during the (semester) _____ of (year) _____.

As a sanctioned and approved laboratory teacher hired by the Department of Chemistry and Biochemistry you are charged with the safety and wellbeing of all students while they are conducting experiments under your supervision. Failure to comply with any of the items listed below can lead to your immediate termination of employment with the Department of Chemistry and Biochemistry. Please initial next to each statement to indicate you agree, and sign and date the bottom of the contract. The teaching of safe, excellent laboratory science technique and practice is of paramount priority and there is no tolerance for non-compliance. As such, you will agree to the following:

- _____ 1. I will always maintain the highest level of laboratory professionalism.
- _____ 2. I will always maintain vigilant and alert supervision of my students.
- _____ 3. I will ensure all students know where safety measures and materials (i.e. fire blanket, safety shower, fire extinguishers, etc.) are located within my labs as well as how to properly use them.
- _____ 4. I will follow all laboratory safety and security measures as dictated by department and university policies at all times while in the lab.
- _____ 5. I will attend all mandatory safety and security training as directed or required by the department.
- _____ 6. I will monitor behavior and enforce all laboratory safety policies of all students working in chemistry labs within the Chemistry Department.
- _____ 7. I will actively monitor and enforce waste disposal practices while in the lab.
- _____ 8. I will ensure the lab is clean and ready for following class at the conclusion of each of my labs.
- _____ 9. I will follow all instruction given to me by department staff regarding student and lab safety and security.
- _____ 10. I will not allow entry to a lab space to people who have no need to be there without prior, express department authorization. This includes students who are not registered for the course.
- _____ 11. I will not allow students who have not completed all required safety training to be in lab.
- _____ 12. I will not allow students who act unprofessionally or in an unsafe manner to remain in the lab.
- _____ 13. I will ensure all students are appropriately attired for lab and use acceptable PPE in lab. I will also be dressed appropriately for lab and always make use of acceptable PPE when appropriate.
- _____ 14. I will not allow students to eat or drink anything in the lab. Also, I will not eat or drink in the lab.
- _____ 15. I will report all violations of lab conduct, safety, or security to department staff at the earliest and safest possible time.
- _____ 16. I will notify the stockroom immediately following an incident in the lab and follow their instructions.
- _____ 17. If an incident occurs within the lab I will file an incident report with the stockroom within four (4) hours of the incident and provide immediate clarification upon request.

Employee Signature _____

Date _____