

**LOCAL JOINT HEALTH AND SAFETY COMMITTEE
DEPARTMENT OF BIOMEDICAL SCIENCES**

STANDARD OPERATING PROCEDURE

AFTER HOURS PERSONAL HEALTH, SAFETY AND SECURITY

To Undergraduate Students:

When using this Histology Teaching Laboratory (Rm. 3655) after normal faculty/staff working hours, please be aware of **PERSONAL HEALTH, SAFETY AND SECURITY** and observe the following:

1. Keep the laboratory doors **locked** at all times and be cognizant of who you let into the lab if you are in possession of the lab key.
2. **NEVER** work in the lab alone. Use the “buddy” system, preferably assembling and leaving in small groups. If necessary use the Campus “**SAFE WALK**” system, phone Ext. **53200/54845**.
3. Do not bring food or drink into the lab. Be aware that lab tap water is considered non-potable.
4. **OBSERVE FIRE SAFETY**. While the lab is equipped with Fire Extinguishers, it is in your best interest to immediately leave the lab by the closest door, sound the fire alarm in the corridor and exit the building by the closest stairwell. **DO NOT USE THE ELEVATOR**.
5. Know the location of the **FIRST AID KIT** for minor injuries.
6. The lab is equipped with a telephone for local calls only:

FOR ALL EMERGENCIES - phone Ext. 52000