

## Laboratory Environmental, Health and Safety Agreement

Composites and Polymer Engineering (CAPE) Laboratory  
South Dakota School of Mines and Technology

Directions: Read each statement below and sign at the bottom of the page. By signing this form, you acknowledge that you have read the “*CAPE Environmental, Health and Safety Procedures and Policies Manual*,” and agree to abide the procedures and policies set forth, and that you have viewed the required sections of the ACS “*Starting with Safety*” video. If you fail to follow the rules, you may be dismissed from the CAPE Laboratory.

1. Food, beverages, or any type of tobacco products are prohibited in the laboratory at any time.
2. All personal items, food and beverages must remain in the office area of the lab.
3. Hair extending below chin level is a hazard and must be tied back.
4. Hands should be washed before using the restrooms and before eating or smoking. Areas of exposed skin (e.g. forearms) should be washed frequently if there is potential of contact with chemicals.
5. Eye protection must be worn when in lab work areas, unless specified otherwise. Contact lenses are not permitted to be worn in the laboratory.
6. Proper clothing must be worn at all times in the laboratory. Shorts, sleeveless, mid-drift and/or revealing shirts, open-toed shoes, open-backed shoes, crocks, sandals, and shoes with holes are NOT allowed.
7. Become familiar with the location of safety equipment in the laboratory. This includes the fire extinguishers, eyewash station, safety shower, and spill absorbents. First Aid supplies are located throughout the lab with appropriate signage.
8. Horseplay and other acts of mischief are prohibited.
9. If you are pregnant, trying to become pregnant, have allergies or sensitivities, inform the lab staff immediately.
10. ANY spill, accident, or chemical exposure must be documented with lab staff – IMMEDIATELY!!!!
11. In case of a fire alarm: reduce all operations to a safe condition as quickly as possible: turn off gas supplies, hot plates, stir plates, and heating mantles, shut windows and doors and evacuate the lab.

NAME (print): \_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Return signed form to a CAPE Laboratory staff member. Copies are available, upon request.