

## LABORATORY SAFETY MANUAL

### General Safety Guidelines

#### 1. Adherence to Safety Rules:

Students must comply with the guidelines outlined in this Safety Manual to maintain a safe environment. Violations may lead to disciplinary measures.

#### 2. Faculty/Lab Personnel Directions:

Students are required to follow instructions from faculty and lab personnel at all times.

#### 3. Health Notifications:

Students must inform faculty or lab personnel of any health concerns (e.g., latex allergy, pregnancy, physical disabilities, illnesses, injuries, surgeries, or communicable diseases) before entering the lab or clinical setting. A healthcare provider's clearance may be necessary.

#### 4. Identification and Check-in:

Students must present a valid ID, sign in and out, and log the time and area of practice.

#### 5. Restricted Access:

Children, visitors, and pets are not permitted in the lab.

#### 6. Avoid Distractions:

Students should refrain from causing distractions or startling others in the lab or clinical settings.

#### 7. Prohibited Devices:

Recording devices and cameras are not allowed at any time in the lab.

#### 8. Cell Phone Policy:

Cell phones must be turned off or set to silent mode in the lab.

#### 9. Equipment Requests:

If equipment or supplies are not visible, students should request assistance from faculty or lab personnel.

#### 10. Cleanliness:

Students should leave the lab tidy after use, return reusable equipment to its proper location, and dispose of used gloves appropriately.

## Laboratory Safety Guidelines

### A. Infection Control

1. Wash hands when entering the lab, during the session as needed, and before leaving. Alcohol-based hand sanitizers are available for use.
2. Follow universal precautions when dealing with potential exposure to blood or body fluids.
3. Eating and drinking are strictly prohibited in the laboratory.

### B. Dress Code

1. For female students, secure long hair and loose clothing to avoid hazards. Avoid wearing dangling jewelry.
2. Closed-toe shoes must be worn at all times.
3. Nails should be short and clean. Artificial nails, gel polish, or wraps are not permitted. Only clear or natural nail polish is allowed, and chipped polish is prohibited.

### C. Physical Space Safety

1. Labs remain locked unless supervised by faculty during class or practice sessions.
2. Keep cabinet doors closed when not in use.
3. Report any misconduct in the lab to the Academic Chair.
4. Do not operate equipment without supervision from faculty or personnel.
5. Report malfunctioning equipment immediately. Faulty equipment will be removed from use until repaired or discarded.
6. Keep laboratory doorways clear at all times to ensure accessibility.
7. Use equipment only for its intended purpose.
8. Unauthorized individuals are not allowed in the lab.
9. After practicing, ensure the area is tidy and ready for the next users. Return chairs to their proper positions and notify lab personnel of any unknown items or spills for safe disposal.

#### **D. Medications and Fluids**

1. Use gauze or ampule breakers when handling glass ampules during practice. Follow faculty instructions.
2. Only practice medications should be used. These are not to be consumed, injected, or inhaled.
3. Expired IV fluids may be used for demonstration purposes only unless visibly contaminated. These fluids are not for internal use, only for practice.

#### **E. Needle Safety**

1. Injection practice needles are only used under the supervision of faculty or lab personnel. Students must follow safety protocols demonstrated in class.
2. Never recap needles after use. Immediately activate the needle's safety mechanism and dispose of used needles in the designated sharps containers located in the lab.
3. Do not discard needles or sharp objects in regular trash bins or leave them exposed in the lab.
4. Practice injections must only be performed on designated injection pads. Do not inject or infuse liquids into mannequins.
5. In the event of a needle stick injury or skin contact with contaminated materials, report immediately to faculty or lab personnel. provide necessary first aid, and document the incident.

#### **F. Electrical Safety**

1. Avoid using wet materials near electrical outlets or equipment.
2. Report any damaged electrical cords, cracked plugs, missing outlet covers, or issues with equipment to faculty or lab staff immediately.
3. Electric beds should remain in their lowest position when not in use.
4. Electrical cords must be kept out of walking paths to prevent tripping hazards.

#### **G. Ergonomics**

1. Students will receive instruction on proper body mechanics before engaging in lifting or other physical activities.

2. Exercise caution when lifting; avoid lifting equipment, mannequins, or other individuals without assistance.
3. Lifting techniques must be practiced safely and appropriately at all times.
4. Always lock the wheels of equipment such as wheelchairs, stretchers, and beds during use and demonstrations.

## H. Latex Warning

1. Certain equipment and supplies in the nursing labs contain latex. Students with known latex sensitivities or allergies must notify faculty or lab personnel **before entering the lab**.
2. Latex components, such as veins in IV arms and lungs of computerized mannequins, may pose risks to users with allergies. Such users should wear non-latex protective gloves when handling these materials.

## I. Reporting an Injury

1. Any incidents occurring in the lab must be reported immediately to faculty or lab personnel.
2. Faculty or staff will notify the department chair. For emergencies, call **911**.

## Emergency Procedures

### A. Fire Safety

1. Notify individuals in the area and initiate evacuation. Follow the instructions outlined provided by security and safety unit.
2. Activate the closest fire alarm and call **911**.
3. Close all doors to contain the fire but **do not lock them**.
4. Evacuate immediately to a safe area or leave the building using the stairwell—**do not use the elevator**.
5. Provide emergency responders with any relevant information about the fire or individuals in the area.