

Safety and Security

Biology Core Facility

August 2013

Reasons for Security

- BSL 3 and BSL4 (federally controlled floor)
- Animal facility on PSC 9th floor and NSC basement

Reasons for Safety

- Protection from hazardous chemicals
- Protection from hazardous pathogens
- Proper equipment use – safety as well as abuse abuse prevention

Security PSC, NSC, Kell Hall and Science Annex

- Prominently display Panthercard
- Do not share Panthercard with anyone EVER
- Sharing or loaning of Panthercard could result in immediate removal of access privileges
- Do not allow tailgating (multiple people entering restricted area under 1 card)
- Allowing tailgating on your card as well as gaining access by tailgating could result in removal of access privileges
- Do not allow anyone onto floors 5 – 9 through the stairwells. Send them down to go through security.
- Forgot or lost your card. You will have to sign in at the security desk as if you are a visitor. Someone from your lab will have to come down to escort you up to your lab. That person is responsible for you for the day.

Training

- All access is with your Panthercard. If you are in NSC or Kell Hall, please let Debby know if you ever replace your card. You will lose access and Barry Grant will have to get you access again.
- Do not let anyone use your card and do not let anyone into a room.
- Access requires an access form that you will get at the END of training. Get all appropriate signatures (non-biology requires an extra signature). Return form and a copy front and back of your panthercard to PSC 519.
- Training covers common equipment only. Specialized equipment will be done one-on-one as needed. ONLY core facility personnel can do equipment training.
- All equipment has a logbook next to it or on the wall. Sign in at the START of use (not at the end). Print legibly. If there is a problem, we will try to find you.
- Any problems with the instruments. First, note the problem in the logbook. Second, contact either Sonja Young (3-5363; sstovall@gsu.edu) or Debby Walthall (3-5363; dwalthall@gsu.edu) to report the problem.
- If there are signs of equipment abuse, we will find you either by logbook entry or swipe records. The problem will be brought to your attention. Continued abuse may require retraining and if needed access removed.
- Core Facility website: http://biology200.gsu.edu/core_facility/home.html

Safety Do's

- Women – hair pulled back so does not get into flame or chemicals
- Wear closed toed shoes
- Some chemicals can ruin your clothes. Dress appropriately and wear a labcoat.
- Wear safety glasses as needed
- Locate safety equipment in the lab – fire extinguisher, first aid kit, broken glass receptacles, chemical and biological waste containers, eye wash faucet, safety shower and all emergency exits
- Dispose of all sharps in an appropriate container. Call Safety for additional containers and disposal.
- Wear ear muffs if an instrument is loud – sonicators and French Press.



Safety Don't



- **No Gloves in the halls.**
- No Cell phones in teaching labs.
- Do not eat or drink in the lab. This means no gum, cough drops, applying chapstick, chewing hair ends, holding a pencil in your mouth, nail-biting, etc.
- Do not taste any chemicals or substances you are working with
- Do not use your mouth for pipetting substances
- Do not handle broken glass with bare hands
- Do not pour chemicals down the drain without permission
- Do not operate lab equipment without permission and appropriate training
- Do not leave any heated materials unattended
- Do not place flammable substances near heat



GSU Safety and Risk Management

This website has a lot of useful information.

Below are just some examples.



- **Occupational Health & Safety Safety In The Workplace Is Essential!**
- [Safety At Work](#)
- Information aimed keeping yourself safe in the workplace. Includes information about workplace safety, industrial hygiene and a collection of common safety signs and posters to help improve safety conditions at work.
- [Right To Know](#)
- Supplying the information Georgia state employees have a right to know about chemicals found around the workplace and the hazards associated with using them. Also supplying a Material Safety Data Sheet request form and a link to Right To Know training offered by the University System of Georgia.
- [Safety Training](#)
- Providing a list of safety training courses available through the Department of Safety & Risk Management. Also providing links to safety training courses available on-line through the University System of Georgia and other safety training providers.
- [Workers Compensation](#)
- Information about work related injury insurance claims; all the relevant forms with instructions and a listing of physicians specializing in work related



GSU Safety and Risk Management



- **Safety Awareness**
- **Keep Yourself Safety Conscious!**
- [Personal Safety](#)
- Information about keeping ourselves safe through awareness of our surroundings, the choices we make in how we speak to others, and how we let others speak to us. Providing the skills needed to set limits in situations that make us uncomfortable or are potentially dangerous. It includes how we feel about ourselves, how we interact with others, and how to trust our instincts.
- [Vehicle Safety](#)
- Important advice about actions that can enable us to remain safe when on the way to our vehicles, when driving them and when parking them. While it is important to find your vehicle quickly, drive and park it safely, there are numerous things to keep in mind while doing so.
- [Pedestrian Safety](#)
- Tips on how to keep yourself safe when out on foot. Providing info on Georgia law pertaining to pedestrians, what to look for and do when crossing and how to prevent crime while walking.
- [Housing Safety](#)
- Covering the basics of housing security and fire safety. Whether you are living on or off-campus, this section provides information aimed at keeping you safe from harm when at home.
- [Safety Abroad](#)
- Information aimed at enabling you to remain safe when studying abroad. Covering most of the general areas of concern. Also includes links to websites with destination specific information as well as a study abroad brochure on safety.
- [Emergency Call Box Locations](#)
- Found throughout the GSU campus, the call boxes can be used to contact the GSU police department.