

FHL Lab & Field Safety Instructor Checklist

Instructors are responsible for ensuring their TAs and students have taken required safety trainings and are following correct procedures.

- ☐ Save emergency list numbers in your phone.
- ☐ Review student health information from Student Services.
- ☐ Get FHL safety kit from Operations/Student Services. Includes two copies of student info list, one for EMS if needed. Student emergency contact info is on file with Student Services.

Lab Safety

- ☐ On arrival check your lab including cabinets, shelves, refrigerators. Report any leftover equipment or supplies to the stockroom (peggy6@uw.edu).
- ☐ Demonstrate to TAs and students location and use of nearest:
 - ☐ Fire extinguisher (use only if trained). In case of fire, evacuate area, close windows and doors if safe to do so. Call 911, then FHL emergency list.
 - ☐ FHL Emergency Response Summary & Evacuation routes (on cork board).
 - ☐ UW lab safety binder, SDS sheets. Emergency spill kit.
 - ☐ Eye-wash station and emergency shower.
 - ☐ AED (defibrillator) and NARCAN (naloxone).
 - ☐ First-aid kit and gloves (non-latex).
 - ☐ Sharps disposals (separate glass and metal).
 - ☐ Any applicable PPE. Supplies are in stockroom.
- ☐ Inform and remind TAs and students:
 - ☐ No food or drink in labs (ok to leave it outside or in designated food-safe areas).
 - ☐ Tie back any loose hair or clothing. Wear close-toed footwear and a top that covers your torso.
 - ☐ Label your workspace, seatables, and experiments with your name, date, phone number.
 - ☐ Don't touch or use anything that is not yours without owner's or PI/instructor permission.
 - ☐ Chemicals:
 - ☐ Read and understand the Safety Data Sheets (SDS) and standard operating procedures (SOPs) for each chemical. Instructor is responsible for providing all SDS and SOP in a lab binder.
 - ☐ Don't use any chemicals you haven't been trained to use.
 - ☐ Label all solutions (including water) with your name, contents, concentration, date, hazards.
 - ☐ Only Instructors/TAs may check out or return chemicals or hazardous waste (not students).
 - ☐ Read and follow the FHL Hazardous Waste Procedures. Stickers are available in stockroom.
 - ☐ Don't mix electricity and water. Many lab floors are wet with seawater. So is the ocean.
 - ☐ Check seatables and water flow daily. Fix any problems or report to PIs/instructors immediately.
 - ☐ Last one out of lab, close all doors and windows and turn off lights. Don't let raccoons in!
 - ☐ Report any safety concerns immediately to PIs/instructors. After hours, call FHL emergency #.
 - ☐ [Any other group/course-specific safety considerations.]

FHL Emergency Call List:

- 1. Ops Manager (Bern)**
cell 360-644-9844
- 2. Front office (Morgan)**
land 360-378-4774
- 3. Caretakers (Michelle)**
cell 360-298-0220 or
360-290-0800

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Field Safety

- ☐ All field trips:
 - ☐ Roll call before departure. Repeat before returning.
 - ☐ Carry class safety kit from Operations/Student Services.
 - ☐ Track use of supplies and restock from stockroom.
 - ☐ Note that different students have different levels of outdoor comfort and capacity. Model safe behavior and answer questions to help build their confidence and skills. Adapt and accommodate as needed.
- ☐ In the event of major disaster (e.g., earthquake, tsunami):
 - ☐ Move everyone to your designated emergency meeting point at your field site.
 - ☐ Check names and inventory any injuries.
 - ☐ Report numbers and location and status to FHL phone list. Find a house with a landline if needed.
 - ☐ Relocate or shelter in place based on consultation with FHL.
 - ☐ Earthquake: When ground stops shaking, move everyone quickly away from water toward your designated higher-ground meeting place. Avoid trees. Bring safety kit if safe to do so.
 - ☐ Tsunami (rapidly outgoing or incoming water): Move everyone quickly away from water toward higher-ground meeting place. Bring safety kit if safe to do so. Note: no tsunami sirens in the islands.
- ☐ Inform and remind TAs and students:
 - ☐ Field work is fun, but is not a recreational adventure. Take no unnecessary risks.
 - ☐ Always work in pairs or more. Remain in eyesight or earshot of the rest of the group.
 - ☐ At wave-exposed sites, always face the ocean (or have a buddy wave-watch for you).
 - ☐ If you hear 3 whistle blasts, congregate asap at the whistlers. (PIs/instructors carry whistles.)
 - ☐ In emergency, meet at your designated field-site meeting point (e.g., parking lot).
 - ☐ In earthquake or tsunami, meet at your designated higher-ground location.
 - ☐ If weather or any other conditions look unsafe, adapt or cancel your plans. Check weather conditions: see FHL boating and diving webpage and pay attention around you.
 - ☐ Wear and pack weather-appropriate clothing, plus extra layers for sun and cold and rain and wind, plus snacks and water. Use caution with hip or chest waders.
 - ☐ For boating, snorkeling, diving, follow all the rules.
 - ☐ At public beaches keep gear consolidated neatly on shore. Store gear well above high-tide line.
 - ☐ Student small-group field work (groups of 2 or more; no solo field work):
 - ☐ Sign out and take with you a small-group first-aid kit from stockroom. Restock on return.
 - ☐ Find a willing check-in person. Tell them who is going, where, when you will leave, and when you will return. Exchange phone #s.
 - ☐ If you do not confirm your safe return within 60 minutes of your return time, and you have not reached your check-in person to update your return time, and your check-in person cannot reach you, they will call the FHL emergency #.
 - ☐ Check-in person: Remain in cell range with your phone until the group returns. If the group does not return within 60 minutes of scheduled time, and has not called to update their return time, and you cannot reach them, call FHL emergency #.
 - ☐ [Any other group/course-specific safety considerations.]