

GENERAL CLASSROOM STUDENT SAFETY PROCEDURES

The student safety procedures must be read and signed on the first day of your class

Safety must be a primary consideration for all persons attending classes at the university. Work can be carried out safely if students follow the appropriate procedures and precautions. Students have the responsibility of learning and understanding the appropriate safety practices. Furthermore, each student has an obligation to consult the instructor for help when safety procedures or instructions are not clear. The following general procedures must be observed:

1. Before beginning the first session, your instructor will show you the location of the fire extinguisher, fire alarm and the emergency exits.
2. Small fires can usually be extinguished by smothering. Fire extinguishers should be used only by trained personnel. Use them only if you are confident that you will be successful, and you know the proper procedures to safely use them.
3. Procedures for exiting the building during an emergency:
 - a. Walk single file, down halls and stairs, ensuring no one is left behind.
 - b. When outside the building move to a safe location or the location that you may be directed to by staff personnel.
 - c. Ensure that you are accounted for before leaving the campus.
4. If a chair or desk is broken or needs repair report it to the instructor and find a different one to use.
5. Avoid slipping and tripping hazards by practicing good housekeeping by making sure that extension cords are routed along the wall or taped down, and being cautious about the items left on the floor which can pose a potential tripping hazard.
6. Report any accident, injury, illness and/or safety hazard(s), however minor, to your instructor immediately.
 - a. During normal hours 8:00 a.m. to 5:00 p.m. an injured individual should be taken to the University Health Center. During evening hours contact Public Safety at 3-3700 for assistance. If the injury is life threatening call 9-1-1 on a campus phone to request Public Safety and emergency assistance.

For more safety-related information, visit: <http://www.calstatela.edu/univ/ehs>

I have read and understood the safety procedures listed above and will work in accordance with these safety procedures.

Date: _____ Term: _____ Student CIN No.: _____

Course No. _____ Section: _____ Instructor: _____

PRINT NAME

Signature