Safety Training for a TA
Boston College
Merkert Chemistry Center
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A Teaching Assistant supervises the performance of pre-determined chemical procedures by undergraduates. Many of the administrative procedures for safety are in place and handled by the department's teaching lab staff. The primary safety responsibilities of the TA are:

to know what the general safety rules governing the under-grad lab activities are,
to monitor for under-grad compliance with the general safety rules
to enforce under-grad compliance with the general safety rules,
to know what particular safety and health hazards are associated with each experiment,
to instruct the under-grads in the hazards and proper precautions for each experiment,
to give good example to the under-grads by observing the same safety rules,
to handle all chemicals in his/her charge with appropriate care and caution,
to manage the proper set-up before and clean-up after each session,
to ensure that hazardous byproducts are collected properly,
to know what to do in case there is a safety incident or emergency,
to report all such incidents.

GENERAL RULES FOR UNDERGRADS

Personal Protective Equipment:

Students handling hazardous chemicals must wear aprons, safety glasses/goggles, gloves as appropriate, and proper clothing (no sandals, no jewelry or clothing that would interfere with mobility and dexterity);

Student Behavior:

Students must not behave in a rowdy, reckless or careless manner;
they must not sit on bench-tops;
they must not bring unauthorized persons into the lab,
they must not perform unauthorized experimentation,
they must not misuse chemicals and equipment,
they must not remove chemicals from the laboratory,
they must not eat or drink in the lab,
they must not clutter the floor and bench-tops with personal possessions,
they must report all accidents, injuries and other incidents to the TA;

In case of a minor injury:

1) bring the injured student to the safest section of the lab for appropriate treatment;
2) treat the injury appropriately, cool water for a burn or chemical exposure, soap and water and bandage for a cut, cold compress for a bruise;
3) notify lab technician, lab director, and/or evening faculty supervisor;
4) designate a fellow student or administrator to assist the student;
5) if student feels any lingering symptoms (breathing difficulties, light-headedness, persistent bleeding, persistent discomfort etc.), send student immediately to the Health Services in the company of a student or administrator, or, if at night, call BC Policeto for assistance;
6) in any case, refer student to subsequent medical follow-up;
7) file a report with the Director of Teaching Labs.

In case of a major injury (all non-minor injuries),

1) get student to safest area of lab, if possible, and counteract injury if feasible, using eye wash, safety shower, fire blanket, etc.;
2) call BC police emergency number and request aid;
3) contact administrators and/or designate student to assist you in managing the incident;
4) be prepared to give police all appropriate information, including MSDS information;
5) file a report with the Director of Teaching Labs.

IV) In preparation for a building evacuation,
know where the nearest building exit is,
pre-instruct students how to exit in an emergency,
know the rally area location.

If the building alarm sounds:

1) tell students to shut off all equipment;
2) send students calmly to rally area outside the building by closest accessible door, following behind them when the room is empty and the doors are closed;
3) attempt to take a head-count of your group in the rally area.