

## **SIUE Industrial Engineering Safety Policy**

### **Purpose**

The purpose of this policy is to make Industrial Engineering students aware of safety policies and procedures and to promote a culture of safety as part of the educational experience.

### **Referenced Documents**

*SIUE University Safety and Emergency Procedures*

(<http://www.siu.edu/emergencymanagement/pdf/Safety-Manual.pdf>)

*SIUE Industrial Engineering Lab Safety Procedures and Agreement*

([http://www.siu.edu/ENGINEER/IE/Downloads/Safety\\_Procedures\\_and\\_Agreement.doc](http://www.siu.edu/ENGINEER/IE/Downloads/Safety_Procedures_and_Agreement.doc))

*Student Project Shop Activities Safety Rules – SIUE School of Engineering* (when available)

### **Scope**

This policy applies to all activities undertaken as part of normal operations in the Industrial Engineering (Department).

### **Responsibilities**

All Department personnel, including permanent employees, part-time adjunct faculty, student workers and graduate assistants, shall be required to read and understand the policies and procedures outlined in the *SIUE University Safety and Emergency Procedures* manual. In addition, any of those persons involved in laboratory work shall also be responsible for understanding the *SIUE Industrial Engineering Lab Safety Procedures and Agreement*.

### **Procedures**

#### ***General***

A current copy of the *SIUE University Safety and Emergency Procedures* will be kept in the department office and on the department website. All permanent employees, part-time adjunct faculty, laboratory instructors, student workers and graduate assistants are required to read this document at least once per year to ensure they are familiar with the material. A copy of this *SIUE Industrial Engineering Safety Procedures and Agreement*, which also shall be read, shall be kept in the department office and on the department website. Once the material has been read and understood, each person required to know the material shall sign and date on the *Agreement*.

#### ***Laboratory Safety***

Laboratory safety rules and procedures (*SIUE Industrial Engineering Lab Safety Procedures and Agreement*) shall be developed and periodically revised as needed and posted in each Industrial Engineering laboratory.

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**Student workers and graduate assistants** – All student workers and graduate assistants assigned to perform laboratory tasks shall complete training relevant to their job function. At a minimum, each worker shall be trained about

- *SIUE University Safety and Emergency Procedures,*
- Proper use of SIUE basic personal protective equipment (PPE),
- General laboratory hygiene,
- *SIUE Industrial Engineering Lab Safety Procedures and Agreement,* and
- *Additional relevant training specific to assigned tasks.*

Appropriate training shall be completed by the student worker/graduate assistant annually.

Student workers and graduate assistants are expected and required to act as positive examples, particularly with respect to knowledge of and adherence to lab safety procedures, proper use of PPE, and supervising students to ensure that they do the same.

**Students enrolled in laboratory courses** – Each student entering their first IE laboratory course in the upper division (IE 370, or IE 476 for students who have not taken IE 370 such as ITU dual diploma students) shall be provided with a copy of *SIUE Industrial Engineering Lab Safety Procedures and Agreements* and a pair of safety glasses. The student is required to read the *Procedures* and submit the signed *Agreement* that they have received, will keep, and abide by the *Procedures*. The signed *Agreement* will be kept in the student's file maintained by IE370 instructor. In addition, a database will be maintained listing students in compliance with the lab safety requirements.

Prior to or on their first laboratory session in the Department, the laboratory course instructor shall review the list of students to identify students who have not yet achieved compliance with this policy. Each student not yet in compliance shall be provided with a copy of *SIUE Industrial Engineering Lab Safety Procedures and Agreement* and a pair of safety glasses.

Students shall wear safety glasses as required by the laboratory activities. If they have lost/misplaced/forgotten their safety glasses, then a loaner pair will be provided and the student will receive a grade deduction for that lab session.

### ***Senior Design Projects and Student Competition Teams***

Students involved with senior design projects, and competition teams or other extracurricular activities sponsored by the Department, including but not limited to the SME Design and Solar Car competitions, are expected to follow the same ***Laboratory Safety*** procedures described above under supervision of lab assistant.