

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 8.1.14.1
Related Policy: 8.1.14
Title: Classroom and Laboratory Safety
Responsibility: Vice President for Academic Affairs

Original Approval Date: 08-01-1994
Last Cabinet Review: 06-05-2019
Last Revision: 06-05-2019

President

Each faculty member is personally responsible for the safety of students in his class and lab areas. At a minimum, the following rules should be followed:

1. Stress the importance of the care of equipment.
2. Stress the proper use of tools and instruments.
3. Inspect the equipment before its use to ensure that it is in good working condition, both from an operational and safety standpoint.
4. Be sure proper safety equipment is being used where required to include students and faculty being dressed appropriately.
5. No food or drinks should be allowed in the labs and work area of the shops.
6. Be familiar with location of first aid supplies and procedures to follow in case of a serious accident.
7. Faculty must be present in classrooms or shops at all times when students or guests of the College are present.
8. Any accidents requiring medical attention should be reported to the Vice President for Academic Affairs, Human Resources and the Vice President for Student Affairs.