

Department of Natural Sciences and Mathematics

**GENERAL LABORATORY GUIDELINES VIOLATION POLICY**

**It is written in the Natural Science and Mathematics Department Policy Handbook that** everyone that enters into a laboratory at Lee University **should be dressed properly**. These requirements, listed in the General Laboratory Guidelines, **must** be followed to ensure safety throughout the department. The Laboratory is a shared space, and these universal guidelines were established **to ensure consistency in vital safety behaviors**. These guidelines **also ensure that we meet state and federal legal requirements established and enforced** on behalf of the public.

**If** an individual does **not** come prepared for the laboratory experience; he/she **will be sent home, will receive a ‘zero’ for the lab that he/she missed, and a Safety Violation Form will be filled out and sent to the Chemical Hygiene Officer (CHO). On a second offence**, the individual will **again be sent home, receive a ‘zero’ for the lab, and** **a second Safety Violation Form will be filled out and sent to the CHO**. **On a third offence**, the individual will **again be sent home**, **receive a ‘zero’ for the lab,** **and a third Safety Violation Form with be filled out and sent to the CHO**.

**WHEN** a **third Safety Violation Form is turned in to the CHO for the same individual for the same or multiple labs**, faculty will be notified that the student will **not** be allowed to attend any labs **and** there will be a mandatory meeting with the Chair, Assistant Chair and the CHO. **Following the meeting**, the individual will have to complete an Understanding Lab Safety course that is provided by the CHO. The individual **must** pay for the training before starting, he/she **must** start training before reentering the laboratory at Lee University, and he/she will have **two weeks to complete** the training.

**Upon a fourth violation**, and **fourth Safety Violation Form**, the CHO will notify the Chair and the individual **will fail that lab and the class with no withdrawal from the class**.