Rowan Hall -- After-Hours Lab Policy

Application
This policy applies to all laboratory work in Rowan Hall. Departments and individual faculty members may establish additional limitations to work after-hours for laboratories under their control.

Purpose
This policy has been created to establish protocols for working in Rowan Hall after-hours, so that safe operations are maintained.

Definition of After-Hours
The normal working hours are dependent on the time of year (i.e., Fall, Spring and Summer Semesters; Winter and Summer Breaks; Holidays), and are posted in Rowan Hall. All hours falling outside of normal working hours are defined as “after-hours”.

Policy
Students are not allowed to perform laboratory procedures alone or after-hours under any circumstances. A member of the Henry M. Rowan College of Engineering (students included) must always be present as a co-worker, and available at a speaking distance. Students must be trained to work safely under the intended circumstances specific to that lab and its surroundings. A student may work (but not alone) in the laboratory after-hours after the faculty member in charge has reviewed the experimental procedure and any associated hazards, and has determined that the student possesses adequate training in proper experimental and emergency procedures. Students must have written permission from the supervising faculty member prior to working after-hours in a laboratory. Students must complete the “Permission to Work After-Hours Form” signed by the faculty advisor:

http://www.rowan.edu/colleges/engineering/forms_requests/after-hours/agreement-form.docx

This form will be on file in the Dean’s Office, and the information provided to Public Safety. As part of the process, you are required to successfully complete the online Laboratory Safety Training through Blackboard. If you have not already taken the training this year, please provide the Dean’s Office with your name and Banner ID to be enrolled.

Students must report all accidents and chemical spills to the faculty advisor. Students must also complete all safety training provided by Rowan University and the Henry M. Rowan College of Engineering.
As part of this agreement, the Housekeeping staff is to be respected when they come and clean the room. You must make reasonable accommodations to allow them to do their work.

5-5-16 (Rev 2)