Suffolk
COUNTY COMMUNITY COLLEGE

Jane F. Shearer School of Nursing

LABORATORY SAFETY MANUAL

Fall 2025

INTRODUCTION

This Laboratory Safety Manual provides guidelines and policies to be followed while in any of the nursing labs. Good judgment should also be used at all times.

The SCCC Director of Environmental Health and Safety, serves as The College Resource to faculty and lab personnel and is to be consulted as needed with issues related to safety.

GENERAL GUIDELINES

A. In order to provide a safe environment, all students must adhere to the safety guidelines found in this Safety Manual as well as all College and School of Nursing rules and regulations. Failure to adhere to safety guidelines can result in disciplinary action. This packet will be available electronically on the Nursing Department website and a hard copy placed in each lab.
B. Following review of the Laboratory Safety Manual, students are required to sign/date/submit the **Assumption of Risk and Release Form.** If the above form is not completed; the student will not be able to enter the lab. Lab absence policies will apply.
C. Students must follow the direction of faculty/lab personnel at all times.
D. Students must inform faculty/lab personnel of **latex sensitivity/allergy**, pregnancies, physical disabilities, recent injuries, illnesses, surgeries, or communicable disease **prior to entering the lab or attending clinical.** A medical clearance from a healthcare provider may be required.
E. Students using labs must present SCCC ID, sign in/out noting the time and content area of practice.
F. Any student that has the appearance of being impaired or under the influence of alcohol or illicit substances will be removed from the lab area immediately and will not be permitted to drive home. Academic Chair and Suffolk County Community Public Safety (631-451-4242) will be notified immediately.
G. No children, visitors, or pets are permitted in the labs.
H. Avoid distracting or startling others in the lab or at clinical site.
I. No electronic devices for recording or photos are permitted at any time.
J. Cell phones are to be turned off or vibrate while in the lab.
K. If supplies/equipment are not visible in the lab, please ask faculty/Professional Assistant/Specialist.
L. After the lab practice session, leave the area neatly arranged and return reusable supplies/equipment to the designated area. Dispose of all used gloves.

LABORATORY SAFETY

A. Infection Control

1. Wash hands upon entering the lab, during lab when appropriate, and at the end of each lab session. Alcohol-based hand sanitizers are available for use.
2. Universal precautions must be followed when there is exposure or potential exposure to blood or body fluids.
3. Eating and drinking are not permitted in the labs.

B. Dress Code

- Closed-toe, all-white, clean, and well-fitted nursing shoes or plain white leather or synthetic leather sneakers with non-skid soles must be worn in the lab.
- Ensure that the laces tie a secure knot and are not too long that may pose a tripping hazard.
- Canvas or mesh shoes, open-back styles, clogs, sandals, "Crocs," and shoes with decorative elements are not permitted in the lab.
- The SCCC embroidered black scrub top and black pants for lab.
- If a student failed to select an appropriate size (i.e., size S, M, L, XL, etc.) and was issued a standard-sized SCCC embroidered black scrub top that is too loose or does not fit properly, it is the student's responsibility to have it altered.
- Non-SCCC embroidered uniforms or scrubs may not be worn to lecture or lab, even if arriving from or going to employment at a patient care facility.
- Long hair must be secured away from the face with simple hair ties/clips away and above the collar when in the lab.
- Facial hair must be neatly groomed and allow for a secure mask fit if required for the lab learning activity.
- Wearing headbands or hairnets in the lab is not permitted.
- Head coverings for religious or medical reasons require an approved accommodation request prior to wearing them to the lab.
- False eyelashes, lash extensions, magnetic lashes, and any adhesive lash products are strictly prohibited in the lab.
- Fingernails must be clean, trimmed to less than ¼ inch, and free of artificial products when in the lab.
- Gel polish, UV gel builder, acrylics, dip powder, wraps, shellac, and any type of artificial nail enhancement, regardless of color or finish, are prohibited in the lab.
- Any clear, clear matte, or neutral nail coating that cannot be easily removed with regular nail polish remover is prohibited in the lab.
- Only one small stud earring per ear lobe is permitted; hoops, dangles, or spacers are not allowed in the lab.
- Wearing other visible body jewelry including rings (except a wedding band), necklaces, bracelets, facial or tongue piercings, or gauges is prohibited in the lab.
- Jewelry worn for religious or medical reasons requires an approved accommodation request prior to wearing in the lab.

- Strong body odor is prohibited in the lab; daily bathing with soap and the use of deodorant products is expected.
- Tobacco, inhaled herbal substances and vaping odors are prohibited in clinical and lab.
- Chewing gum is not permitted in the lab.
- Odors from perfumes, colognes, or scented lotions are not permitted in the lab.
- Makeup must not interfere with the use of protective equipment or infection control procedures in the lab.

C. Physical Space Safety

1. All labs are locked unless occupied by faculty and/or students during class or practice.
2. Close all cabinet doors when not in use.
3. Any misconduct occurring in the lab will be reported to the Academic Chair.
4. Do not handle equipment without faculty/personnel present in the room.
5. Malfunctioning equipment must be reported to lab personnel immediately. Equipment will be taken out of service until repaired or discarded.
6. Laboratory doorways must be fully accessible at all times. Do not block/partially block exit access at any time.
7. Use equipment only for its designated purpose.
8. Unauthorized personnel are not allowed in the labs at any time.
9. After practicing skills, straighten unit/area to a condition of readiness for the next users. Chairs should be replaced under the tables when leaving the area. Notify faculty/lab personnel of any items/fluids of unknown origin so the items can be safely disposed of.

D. Medications and Fluids

1. When breaking glass ampules for practice, students will use gauze covering the ampule or ampule breaker devices as directed by faculty/lab/personnel.
2. No actual medications are to be used. Practice medications such as Demo Dose or PRACTI-med will be used for practice and are not to be taken orally/injected/inhaled.
3. IV fluids with expired dates may be used for practice and demonstration only unless obviously contaminated. These fluids are not for internal use, but for practice.

E. Needle Safety

1. Needles provided for practice of injection are used in the lab only when faculty/lab personnel are present for assistance. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class.
2. Needles must never be recapped after use. You must immediately activate the needle safety mechanism after use. Used needles are to be disposed of in red Sharps disposal containers provided throughout the lab space.
3. Needles and other sharp objects must not be discarded in the trash or left out openly in the lab at any time.
4. Injection practice will only occur on practice injection pads provided in the lab and as instructed by faculty. Do not infuse/instill any liquids into mannequins.

5. If you are accidentally stuck with a needle or your skin comes in contact with contaminated material, you must notify faculty/lab personnel immediately. Public Safety and campus Health Services will be notified. Health Service nurses will evaluate student and render any emergency first aid if needed, and document the event.

F. Electrical Safety

1. Wet materials may not be used around electrical outlets or equipment.
2. Students are responsible for reporting to faculty/staff, any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
3. Electric beds shall be maintained in the lowest position when not in use.
4. No electrical cords will be left in the pathway of walking traffic.

G. Ergonomics

1. Students will be instructed in principles of body mechanics prior to practice.
2. Student should use caution when lifting and should not lift equipment, manikins, or other students without assistance.
3. Students practicing lifting techniques will not perform these procedures in an inappropriate or unsafe manner.
4. The wheels of all equipment (wheelchairs, stretchers and beds) are to be locked during practice and return demonstration.

H. Latex Warning

1. Some of the equipment/supplies in the nursing labs contain Latex. If a student has a known sensitivity/allergy to latex, please inform the faculty/ lab personnel PRIOR to entering the lab.
2. The veins in the IV arms and lungs of computerized manikins contain latex. Users who suffer from latex allergies should take precautions while using or handling the latex parts by wearing non-latex protective gloves.

I. Reporting of an injury

1. Any incident occurring in lab must be reported immediately to the faculty/lab personnel.
2. The faculty/staff will call Student Health Service Center and Public Safety (631-451-4242) of an accident involving injury or illness. If the situation appears to be a medical emergency, dial 3-1-1 for Public SCCC Safety and dial 9-1-1 to get help immediately.
3. The SCCC Incident/Accident Report Form must be completed by any injured/ill student to document an injury/incident.

EMERGENCIES

A. Fire

1. Alert people in area to evacuate. Follow instructions in SCCC Emergency Guide located on the wall adjacent to exit door.
2. Activate nearest fire alarm and call 9-1-1 and Public Safety at 3-1-1.

3. Close doors to confine fire. DO NOT LOCK DOORS.
4. Immediately evacuate to safe area or exit building through stairwell-Do not use elevator.
5. Provide emergency personnel with any pertinent information.

EMERGENCY CONTACTS TELEPHONE NUMBERS:
Public Safety Emergency (dial from college phone) ….. 3-1-1
SC Fire/Police/EMS…….9-1-1

LATEX ALERT: ITEMS IN THE LAB THAT HAVE BEEN CONFIRMED TO CONTAIN LATEX Static and Simulations Mannikins
Tubing simulating veins
Tubing connecting the red pulse bulb to the manikin, for manually generated carotid pulse
Bags simulating lungs inside manikin chest
Tubing simulating veins

NON-EMERGENCY PUBLIC SAFETY TELEPHONE NUMBERS:
NOTE: If dialing from a campus telephone, use only the last 4 digits
Ammerman……..631-451-4240
Ammerman Guard Booth ...631-451-4242
Eastern…….....631-548-2690
Grant……... 631-851-6889
Riverhead Center……..... 631-548-2690

OUTDOOR EMERGENCY TELEPHONES
Various outdoor locations on campuses – Press "Help" button for direct connection to Public Safety

SAFE HAVEN TELEPHONES
Located in each campus building on designated floors- Press "Help" button for direct connection to Public Safety

LIST OF PATHOGENS AND CHEMICAL AGENTS

PATHOGENS	CHEMICALS
None Used	None Used