

#### Laboratory Safety Policy and Procedures

# The educational philosophy of the Conrad N. Hilton College requires that students apply their classroom learning in a hotel-operating environment. Students enrolled in this curriculum will participate in numerous lab-based experiences. In order to clarify the responsibilities of the students, the college, the University Hilton Hotel, and the University of Houston have developed the following policies and procedures. The foundation of this policy is SAFETY FIRST. Each individual is responsible for their own safety.

A hotel is a complex operating environment. Students will be asked to work in this environment. Comprehensive training is provided covering the safe operation of equipment, tools, and procedures. Each student will be responsible for the safe operation of any piece of equipment, tool, or procedure. Professors, Teaching Assistants, and University Hilton Employees are available to clarify any confusion a student may have. It is the student’s responsibility to make known any uncertainty regarding the safe operation of equipment, tools, or procedures.

The University provides an opportunity at the beginning of each semester for students to purchase health insurance from an independent health insurance provider. If the student is not presently covered under another health insurance policy, it is strongly recommended that you purchase a policy. The Conrad N. Hilton College, the University Hilton Hotel, and/or the University of Houston are not responsible for accidents occurring in any Laboratory experience.

While every delivery will be made to prevent accidents at the outset, accidents will happen. It is the student’s responsibility to immediately notify the person responsible for the Lab of any accident. Depending on the severity of the accident an appropriate level of First Aid is available. It is the students’ responsibility to indicate the desire for immediate attention. In some instances Campus Police may be called upon to complete necessary paperwork, provide First Aid, and/or escort the student to an appropriate medical facility. In other instances self administered First Aid may be sufficient. It is the students’ responsibility to complete, with the supervising Professor or Laboratory Assistant, a Student Incident Report detailing the nature of the incident prior to returning to Lab or Lecture. These incident reports are in addition to any Police Report that may be filed. Student Incident Reports will be logged in the Conrad N. Hilton College Business Office. The Student Incident Report is available at the Front Desk.

I have read and understand the policies associated with this course including the information in the class Syllabus and the Laboratory Safety and Policy Procedures.

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Student Signature Date Lecture Class Day

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Print Student Name Date of Birth Instructor