

Wake Forest University

Conferences and Summer Camps Safety Guidelines and Agreement

Wake Forest University is providing the following safety guidelines to conferences and camps to ensure the health and safety of participants and the campus community, and for the protection of the environment. It is the responsibility of the conference or camp personnel to understand and enforce the applicable requirements.

Laboratory Safety

All lab classes and / or experiments that involve chemicals, biologicals, and sharps must be conducted in an approved laboratory in one or more of the science departments on campus. It is the responsibility of the conference or camp to be aware of laboratory safety and to provide safety instruction to the students and any staff working in the laboratory.

Prior to beginning of the camp or conference, the Camps and Conferences Laboratory Safety Form must be completed. Camps and Conferences are required to provide a list of experiments that includes any chemical or biological materials to be used is to be provided to Conference Services for review by the Department of Environmental Health and Safety and the department where experiments will be performed. The laboratories will be assigned based upon availability and the hazard(s) identified. Once assigned the lab space, the camp may not conduct experiments in any other space on campus unless approved first by WFU. No equipment in the laboratories or buildings may be used without prior consent of the department.

Waste generated in the laboratory is to be managed in accordance with all appropriate regulatory requirements. It is the conference or camp's responsibility to be aware of waste streams that will be generated, as well as the proper collection and handling of the wastes.

The conference or camp is responsible for obtaining any required permits and establishing accounts with waste disposal vendors for collection, shipment and disposal of any chemical and/or biological waste prior to the beginning of the conference or camp. Wake Forest University will not manage the waste or pay for disposal of waste generated during the camp. Proof of established accounts for disposal is to be submitted to Conference Services before the camp can begin.

Housekeeping

Responsibility for proper housekeeping falls to the conference or camp. During the time on campus, basic chemical hygiene procedures are required, and lab spaces must remain clean. All waste and any belongings must be removed before the conference or camp personnel leave the University.

Emergency Equipment and Incident Reporting

The conference or camp personnel must know how to operate fire extinguishers, eyewashes, and safety showers in the event of an incident in the laboratories. Conference and camp personnel are to train camp participants in proper function and use of these devices prior to beginning work in the lab.



First aid kits and spill cleanup materials are required and are the responsibility of the camp to provide.

All cleanup materials and waste must be collected in the proper waste collection container. It is the responsibility of the camp personnel to ensure that waste is being collected as required.

In the event of environmental incident, such as chemical spill or fire, the camp must report the incident immediately to the WFU Conferences and Camps Representative and the WFU Environmental, Health and Safety Department (336-758-3427).

Call 911 in the event of an injury requiring treatment greater than normal First Aid, in the event of an uncontrolled fire, or any incident requiring Police.

Any incidents that involve damage to WFU Property, harm to the environment, unsafe conditions or injury, must be reported to WFU Conferences and Camps Representative as soon as practicable.