

**Laboratory Safety Policy on Student Training in Teaching Laboratories**  
**College of Natural Sciences and Mathematics**  
**California State University, Sacramento**

1. Safety training shall be given to all students taking a course in which personal protective equipment (PPE) is required. Examples of PPE include but are not limited to gloves, lab coats, and goggles.
2. The instructor of the course is responsible for ensuring students receive safety training.
3. Safety training shall be performed and acknowledged before work in the laboratory begins.
4. Completion of all safety training shall be documented. Documentation shall contain a list of topics covered in the training.
5. Departments shall keep training documents on file for at least three years.