

HWCOE LABORATORY SAFETY PHOTOGRAPHY AND FILMING GUIDELINES

It is important that the laboratory personnel which are in photography or filming are shown in the appropriate lab attire, working in a safe environment. In addition to the personnel, it is necessary for the film/photography crew to also adhere to these guidelines.

All photographs are subject to review. If the below guidelines cannot be met, your photos may not be used. If you need an exception to the below guidelines, or if you would like a review prior to a photo shoot, please contact HWCOE Director of Safety, Amy Haberman: ahaberman@eng.ufl.edu or 294-7905.

Filming or photography in animal research areas need explicit approval, please contact Animal Care Services, 273-9230.

1. **Always wear safety glasses while in the lab.** There are a few exceptions:
 - a. At a microscope or
 - b. Desk/computer with no other activities or hazards present in the area
2. When chemicals or other hazardous materials are present (or it appears in the image as if there could be) **wear appropriate PPE:**
 - a. **Safety glasses or goggles**
 - b. **Lab coat**
 - c. **Gloves (wear the correct type of glove for that activity or hazard)**
 - d. **Long Pants**
 - e. **Closed toe shoes**
3. **No food or drink in the lab.**
4. Equipment safety:
 - a. Equipment is in physically good condition: guards in place, cords/plugs in good condition
 - b. Where moving equipment is present:
 - i. Tie hair back
 - ii. Remove jewelry/watches
 - iii. No loose clothing
 - c. Hot work (welding, cutting, brazing, soldering)
 - i. Safety glasses or correct helmet/lens worn
 - ii. Appropriate PPE worn
 - iii. Area is free of combustibles
 - iv. Chair is compatible for hot work
5. Work at heights/overhead work:
 - a. Ensure fall protection is in place
 - b. Must wear hard hat if underneath overhead work
6. Review the background:
 - a. Are others following safety rules? Are they dressed appropriately, have on correct PPE?
 - b. Does the physical state of the lab indicate any safety problems? Check for the following:
 - i. Tripping hazards
 - ii. Gas cylinders: not secured to wall and regulator or cap missing
 - iii. Fume hood in alarm
 - iv. Evidence of spills not cleaned-up
 - v. Chemicals unlabeled
 - vi. Open waste containers
 - vii. Safety equipment blocked – first aid kit, safety shower, eye wash, etc...