



GENERAL GUIDELINES FOR LAB AND COLLECTION USE

The Environmental Archaeology Program laboratory and collections are supervised by the curator, **Dr. Kitty Emery** (273-1919, kemery@floridamuseum.ufl.edu) and collection manager, **Nicole Fuller** (372-1926, fullern@floridamuseum.ufl.edu).

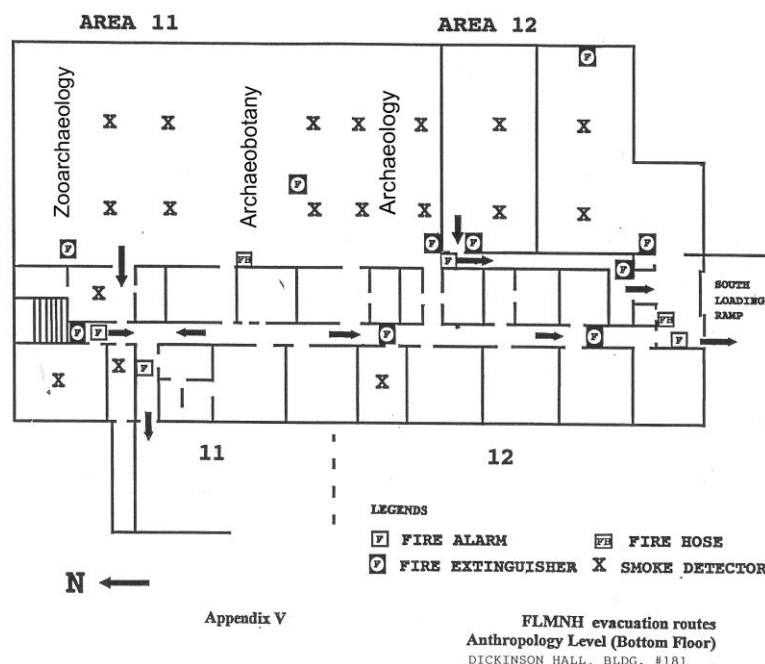
I. General Information and Rules for Lab and Collection Users: Access to the collections is restricted in accordance with required standards of local, state, federal, and international permitting agreements, and protects our collections for future generations.

1. Permission to use the lab's facilities and collections should be arranged through the curator. Lab space and work time should be scheduled in advance. Even if you have permission for work in another area of the Museum, please do not work in the EAP collections without permission of the EAP curator and an orientation meeting.
2. The laboratory is open for work between 9 a.m. and 5 p.m., Monday through Friday. The lab is closed after hours, on weekends, and university holidays. Work during these times is discouraged and requires written approval of the curator.
3. All personnel working in or visiting Dickinson Hall must check in at the main reception desk on first arrival and must wear an FLMNH name badge at all times.
4. Always obtain permission from the curator or curatorial staff before using the comparative or archaeological collections. ALL specimens must be selected off the shelves by the collection manager. Please also obtain permission before using any supplies or equipment.
5. If you run out of supplies, use the last of something, break something, or discover a problem with comparative or archaeological specimens, please let the curator and curatorial staff know.
6. Be aware of safety in the lab area. Make sure that scalpel blades, scissors, chemicals, etc. are stored and used correctly (see below for more health and safety information). OSHA mandates the use of full coverage shoes only. No sandals are allowed in the work spaces.
7. Smoking is not permitted anywhere in Dickinson Hall or on campus – the University of Florida is a smoke free institution.
8. Lab computer use is regulated by the University of Florida and FLMNH Office of Museum Technology (OMT). If you require access to these computers, please make arrangements with the curator or collection manager. Computers are only for environmental archaeology research and curation. No changes may be made to software, hardware, or settings. Please report any malfunctions to the curatorial staff.
9. Please note that social media postings with regard to official research of UF or the FLMNH collections are not permitted. If you wish to take photographs, please consult with the EAP staff.
10. This is a shared workspace, so please always be courteous. Keep work areas clean and well-organized. Put sample materials in designated storage areas, and return supplies and equipment when not in use as the work areas are shared. Do not distract other lab users with loud, non-work related conversation. If you wish to listen to music, please use headphones and appropriate music volume.
11. Please do not have food or drink (except water in covered containers) anywhere in the range or computer rooms. Use the lounge across the hall. If you use the EAP sink for dishes, be sure to wash them immediately, and please do not leave food debris in the sink. These rules are for reasons of pest control and are important for the maintenance and safety of our collections.
12. If you are the last to leave the lab, turn off the lights and close/lock the door behind you.

II. Health and Safety (Dickinson Hall)

1. Fire Alarms: All volunteers, interns, students, visiting researchers and employees have been informed of fire-related risks, appropriate evacuation routes, and fire drill protocols, and have signed a “safety notification form”. In the case of fire alarm (real or as a drill), exit the building by the side door and gather on Museum Rd across the street from the Museum OR exit the building by the back door and gather on Newell Drive down the hill from the Museum.

Evacuation Routes out of Dickinson Hall (bottom floor)



2. Injuries: **In the case of life threatening injuries, call 9-911 or UPD (2-1111).**

Minor injuries such as cuts and bruises can be treated by the curatorial staff with materials in the first aid kit located next to the sink. If you have a serious but non-life threatening injury, please tell the curator or staff at once. You will be taken to the Student Health Care Center to be treated. Expenses will be covered by workers' compensation if you are a UF student, staff, or have signed up as a volunteer. Please see page 3 for the UF Worker's Compensation Policy.

3. More information regarding FLMNH Health and Safety policies may be found at: http://int.flmnh.ufl.edu/docs/hs_safety.asp, and http://int.flmnh.ufl.edu/docs/hs_synopsis.asp. You may also ask for a hardcopy of the policies. Also, more information is available in the EAP Policies and Protocols document (see below).

The EA laboratory abides by all UF and FLMNH policies. The following webpages will provide you with more information. Please ask a collection manager to assist you if you are unable to access a website (i.e. some of them require login access).

- **FLMNH Code of Ethics:** <http://int.flmnh.ufl.edu/docs/ethics.asp>
- **FLMNH Collections Policy:** <http://www.flmnh.ufl.edu/admin/collect1.htm>
- **Key Policy:** http://int.flmnh.ufl.edu/docs/hs_dkey.asp
- **FLMNH Computing Policies:** https://int.flmnh.ufl.edu/docs/computing_policies.asp
- **EAP information for visiting researchers:** <https://www.floridamuseum.ufl.edu/envarch/collections/visiting-researchers/>

Thank you for your cooperation. Please let us know if we can do anything to make your work more efficient and productive.

If a non-life threatening on-the-job injury occurs, it's always advised that you report all accidents even if you think you weren't injured to AmeriSys at 1-800-455-2079. They will ask you for your location number. **Give them 0174.**

Reporting a Work-Related Injury

In the event of a medical emergency, call 911. After ensuring that an employee receives emergency medical care, AmeriSys, the State of Florida's medical case management vendor, should also be notified of any work-related medical emergency as soon as possible by calling 1-800-455-2079.

If a non-life threatening on-the-job injury occurs:

1. The injured employee and supervisor should immediately contact AmeriSys by calling 1-800-455-2079. Treatment for any non-life threatening work-related injury or illness must be authorized by AmeriSys prior to obtaining medical treatment.
2. AmeriSys will determine if medical treatment is necessary, and assist the employee and supervisor in completing the First Report of Injury or Illness Form. The supervisor and employee should be prepared to provide information such as description of the injury, job title, rate of pay, department, etc. The supervisor will be asked to leave the room while the AmeriSys intake person obtains the injured employee's personal health history. AmeriSys will select an appropriate medical provider and arrange the initial appointment and any necessary follow up treatment from within the AmeriSys Workers' Compensation Services Provider Directory.
3. You must attend all of your scheduled medical appointments. Failure to do so may result in disciplinary action up to and including termination. Maintain contact with your supervisor daily or as directed by your supervisor in order to keep him/her informed about your medical progress, on-going treatment, and prognosis for recovery. Remember: Absence from work due to a work-related injury/illness will count toward the Family and Medical Leave Act (FMLA) entitlement as set forth in the Act.
4. Read UF's modified duty statement. When your medical provider releases you to work, regardless of the limitations/restrictions you may have, you must be willing and available to return to the workplace.
5. AmeriSys will provide the State Division of Risk Management and the UF Workers' Compensation Coordinator with a copy of the completed First Report of Injury or Illness Form. After receiving notification from AmeriSys of a work-related injury, the University of Florida's Workers' Compensation Coordinator will contact the employee and supervisor to discuss any questions regarding Workers' Compensation, including but not limited to wages, time reporting, usage of leave, follow up care and absences for appointments, and modified duty.
6. Following all medical appointments, the employee must provide a copy of the Florida Workers' Compensation Uniform Medical Treatment/Status Reporting Form (DWC-25) or duty status to the supervisor. The supervisor should send the DWC-25 or duty status to the UF Workers' Compensation Coordinator, who will review the employee's status and, if applicable, the medical provider's restrictions to determine if the person is eligible for the Modified Duty Program.

If the DWC-25 or duty status indicates that an employee is not permitted to work or if the restrictions cannot be accommodated by the department, the supervisor must contact the UF Workers' Compensation Coordinator at 352-392-4940 immediately.

7. The supervisor must complete the Accident Investigation Report and submit it to Environmental Health and Safety and the UF Workers' Compensation Office within 24 hours of the accident. Environmental Health and Safety should be notified at 352-392-1591 of any workplace hazards immediately.

Contact the UF Workers' Compensation Office:

- If you are unable to attend a scheduled medical appointment.
- For assistance with recording your time and/or leave for doctor appointments, leaves of absence whether paid or unpaid, and/or when you are receiving workers' compensation salary indemnification benefits.
- If you have concerns related to your claim, the medical care you are receiving, or the benefits you are receiving.
- If your work unit does not provide you with modified duty work. The UF Workers' Compensation Coordinator will discuss the modified duty program and whether you may be eligible to receive workers' compensation benefits.

Questions? Contact UFWC at: (352) 392-4940 and/or via e-mail at: workcomp@ufl.edu. You may also contact UFWC by dialing 1 -800-955-8771 (TDD).

After Hours Work-Related Injuries

Workers' compensation medical care coverage applies to all employees who are authorized to perform their assigned job duties – no matter what time of day or what day of the week it is. The intake unit at AmeriSys is in operation 24 hours a day / 7 days a week and should be contacted promptly to report after hours work-related injuries. AmeriSys will be able to direct the employee to a facility in their local geographic area.