

II. Basic Laboratory Safety Rules and Procedures:

A. General laboratory safety

1. All persons working in the laboratory must help keep the area clean and orderly.
2. All personal items must be stored in cubbies or assigned cabinets.
3. Lab benches must be kept free of extraneous debris at all times.
4. Fume hoods should not be used to store chemicals and should be kept free from nonessential items.
5. Any solutions or other chemicals stored in the lab must be properly labeled as to their identity and/or contents.
6. The stockroom manager should be informed of any chemical stored in the lab.
7. All dirty glassware is to be placed in the provided bin for collection by the glass cleaners. Glassware should be rinsed according to the instructor's directions prior to being placed in the bin. The contents of difficult to clean glassware must be labeled so that glass cleaners know how to clean it.

B. Personal safety

1. Rules. Rules of the laboratory are few, but all users of the laboratory must follow them. Students not following rules will be asked to leave the laboratory by the instructor or stockroom manager and violations may result in additional sanctions.
 - a. Food and beverages are prohibited in the laboratory.
 - b. Safety eyewear must be used when designated necessary by the laboratory instructor.
 - c. Open-toed shoes, short pants or skirts above the knee, and sleeveless shirts or blouses are not allowed in the labs.
 - d. Tie long hair back when working with flames and chemicals.
 - e. Cell phones are only permitted in the laboratories with the permission of the instructor.
 - f. Avoid all skin contact with hazardous chemicals by wearing the appropriate gloves, but do not wear gloves outside of the labs.
 - g. Wash hands with soap and water upon entering the lab, and before leaving the lab.
 - h. Don't taste chemicals.
 - i. Don't use damaged glassware, dispose of it in the broken glass receptacle.
 - j. Be personally informed of the dangers associated with all chemicals that you are using as directed by your laboratory manual, or by instructor instructions. The MSDS documents for all chemicals are located in the chemical stockroom and on all computers in the laboratories.
 - k. Dispose of sharps (needles, lancets, etc.) in the appropriate biohazard container.
 - l. Never touch another person's bodily fluids without personal protective gear.

C. Emergency procedures

1. Report any unsafe conditions and accidents immediately to the laboratory supervisor or instructor.
2. If there is an injury or other emergency situation, call 911 immediately. Then call campus security.
3. Know the location of and how to use the following emergency equipment (see section II for details)
 - a. Eyewash stations
 - b. First aid kit
 - c. Emergency showers
 - d. Fire extinguishers
4. In the case of a spill, contact the lab supervisor.
5. In the case of a fire, follow the following steps:
 - a. If an individual is on fire, have them Stop, Drop, and Roll.
 - b. Inform lab supervisor, call 911 if necessary, and then follow further instructions from lab supervisor.
 - c. Further instructions may be to exit building, use fire extinguisher, or other safety precautions.
6. Be sure to know location of all emergency exits.