

Laboratory Safety and Work Rules

1. Be prepared! Read your lab manual before coming to lab. Know what possible problems may arise. If in doubt, ask your instructor.
2. **In case of accident or fire, notify the instructor immediately!**
3. Know where the safety equipment (shower, eye washes, extinguishers, emergency phones, etc.) are located. Know how to use them.
4. Proper use of glassware and equipment will be demonstrated by the instructor. Do not force connections. **Follow instructions.** If in doubt, ask your instructor.
5. You must wear **EYE PROTECTION DEVICES** (aka. Goggles) designated by the department to all labs. Do not wear contact lenses to lab.
6. Do not smoke, eat, drink or horseplay in the laboratories.
7. Never work alone! Do not attempt unauthorized experiments. Consult with your instructor if in doubt of what to do.
8. Do not taste and/or smell laboratory chemicals unless instructed to do so by your instructor. Avoid skin contact with chemicals. Wash hands frequently, especially when leaving the laboratory.
9. Be neat! Report all spills to your instructor for instructions on proper cleanup. Wash your work area and clean up following your experiments and before leaving the laboratory. Check out with your instructor before leaving the lab.
10. You must wear "closed toe" shoes (no sandals or flip-flops!). Long hair should be contained (fire hazard), Avoid loose, readily flammable clothing. Lab coats, aprons, gloves, etc., are recommended.
11. Do not aim boiling liquids at your neighbor. Watch your neighbors! Work "defensively" and cooperatively.
12. Do not use broken glassware, equipment, etc. Check with your instructor for disposal of broken glassware and replacement pieces.
13. Discard all waste products **as directed** by your instructor into cans, hoods, waste bottles, sinks, etc. Wash away with copious amounts of water. If in doubt, check with your instructor. Follow all instructions!
14. Read all reagent bottle labels. **Check concentrations** as well as **identification** of all reagents. Do not contaminate reagents. Do not pipet by mouth. Follow all instructions.
15. Use hood for flammable and/or noxious substances.
16. Be careful of open flames, electrical hazards, radiation exposure, flammables, toxic materials, gases, mercury, etc. Do not inhale noxious gases.
17. Do not weigh chemicals directly on the metal balances. Use weigh paper or a weigh boat. Be neat.
18. Do not assume the responsibilities of the instructor. Bring all problems requiring first aid to the attention of the instructor. Be prepared for emergency treatment of accidents. If faint, lie down. Do not rub burns (thermal or chemical), wash with copious amounts of water. Never rub your eyes – use the eye wash. If clothing catches fire, do not inhale the flames – use showers, fire blanket or roll on the floor.
19. If in doubt, consult your instructor – **ALWAYS!!**
20. Always be safety conscious – of yourself and everyone else!