

## LABORATORY SAFETY PRACTICES

Laboratories pose a risk of injury or illness because of the physical and chemical hazards present in them. This risk can be lowered substantially or completely eliminated by following these general safety rules:

- Follow your instructor's directions at all times;
- Know the types of hazards that the lab work involves;
- Conduct yourself in a responsible manner at all times in the laboratory;
- Protect your eyes, face, hands, feet, and body;
- Never perform unauthorized experiments or work without an instructor present;
- Never bring food or drinks into the lab;
- Never apply cosmetics (lip gloss, etc.) while in the lab; and
- Abide by the additional rules listed below.



### PREPARE FOR LABORATORY WORK

1. Study laboratory procedures prior to class and understand the types of hazards you may encounter.
2. Review the safety information for the chemicals used in the lab (MSDS are available in the lab or online).
3. Keep your lab bench organized and free of apparel, books, and other clutter.
4. Know your exit routes and how to use the safety shower, eye wash, fire blanket, and first aid kit.
5. Put away all distractions such as cell phones and laptop computers.

### DRESS FOR LABORATORY WORK

1. Open-toe shoes, sandals, or other footwear that exposes skin of the foot are **NOT** allowed at any time.
2. You must wear appropriate attire while in the lab. Clothing prevents chemical contact with your skin; therefore, low cut tops, bare mid-ribs, above-the-knee shorts and skirts are **NOT** permitted.
3. Avoid wearing overly loose clothing (i.e. long draping sleeves, long fringe) when working in the lab.
4. Tie back long hair when working with chemicals, heat, or mechanical equipment.

**Don't risk it!  
You will be  
asked to leave  
the lab if you do  
not have proper  
footwear and  
clothing!!**

### AVOID CONTACT WITH CHEMICALS

1. Never taste or touch chemicals. Do not "sniff" chemicals unless directed to do so by your instructor.
2. Eye protection must be worn by all persons in the room at all times that anyone is working with or handling chemicals, glassware, or other laboratory apparatus or equipment. Prescription eyewear alone is not acceptable.
3. Wear gloves when contact with chemicals may occur.
4. Wear a lab coat or apron when instructed to do so.
6. Take extra care when handling hazardous chemicals.

**Remove your lab coat (or apron)  
and gloves before leaving the lab  
so you don't spread  
contaminants.**

### AVOID HAZARDS

1. Keep flammable chemicals away from flames (i.e. Bunsen burners).
2. Use caution when handling hot glassware. Use thermal gloves or tongs to move hot items.
3. Turn off burners and hot plates when not in use.
4. When heating substances, keep the opening pointed away from people.
5. Take extra care when handling sharp items such as scalpels, lancets, or other cutting implements.
6. Use test tube racks to prevent rolling and breakage.
7. Keep caps on chemical bottles. Never switch caps. Don't let the open edge of the cap contact any surface.

### CLEAN UP AT THE END OF LAB

1. Always follow your instructor's directions regarding the proper disposal of chemicals. *Never* pour chemicals down the drain or put in the trash unless your instructor tells you to do so.
2. Never return unused chemicals to its container. Only take as much chemical as you need to avoid excessive waste.
3. Wash hands thoroughly following experiments AND before leaving the lab.
4. Leave laboratory bench clean and neat. Return all equipment to the location you found them.

### IN CASE OF ACCIDENT

1. Report all accidents and spills (no matter how minor) to your instructor immediately.
2. Place broken glass in designated boxes. Never pick up broken pieces with your hands. Use a dust pan & broom.
3. Wash all chemicals from your skin immediately using plenty of running water.
4. If chemicals get in your eyes, wash them for at least 15 minutes with an eye wash.
5. If a large chemical splash to your body occurs, use the safety shower immediately.
6. Treat minor cuts or burns with the first aid kit. Injuries that cannot be easily treated with the contents of the first aid kit are medical emergencies!

**Immediately report all  
emergencies to the  
Public Safety Department  
at 575-8112.**

## COMMON HAZARD WARNINGS



Warning



Irritant



Corrosive



Flammable



Toxic or Poison



Oxidizer



Explosive



Environmental Toxin



Biohazardous



Eye or Face Protection Required



Body Protection Required



Hand Protection Required