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A laboratory is a place, building or part of a building used for scientific activities that may be hazardous. The work conducted in a laboratory may include teaching or learning, research, testing.

### **LABORATORY SAFETY RULES**

1. Expectant mothers cannot work in the lab. (in that case please inform the supervisor).
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, **ASK YOUR SUPERVISOR BEFORE PROCEEDING WITH THE ACTIVITY.**
3. Never work alone in the laboratory. Inform in advance your supervisor or the person in charge about your presence in lab.
4. Do not touch any equipment, chemicals, or other materials in the laboratory until you are instructed to do so.
5. Perform only authorized experiments, following all instructions, both written and oral. Unauthorized experiments are not allowed.
6. Observe good housekeeping practices. Do not eat food, drink beverages. Keep the workspace clean and tidy.
7. Before starting a new activity, read all procedures thoroughly before entering the laboratory.
8. Before working with a hazardous chemical, read the MSDS (Material Safety Data Sheet); if not available, look for it on the web.
9. Be alert and proceed with caution at all times and notify your supervisor or the person in charge immediately of any unsafe conditions you observe.
10. Dispose of all chemical waste properly according to the laboratory regulation. Never flush chemicals down the drain. Sinks should only be used for water.
11. Equipment instructions must be read carefully before use. Set up and use the equipment as directed by your supervisor.
12. Keep hands away from face, eyes, mouth, and body while using chemicals or lab equipment. Wash your hands with soap and water after performing all experiments.
13. Experiments must be personally monitored at all times. Never leave the lab when an experiment or a procedure is in progress.
14. Be aware of the locations and operating procedures of all safety equipment including: first aid kit(s), and fire extinguisher.
15. Know what to do if there is a fire drill during a laboratory period; containers must be closed, and any electrical equipment turned off.
16. Dress properly during a laboratory activity: during experiments a lab coat or smock should be worn, long hair must be tied back, and dangling jewellery and baggy clothing must be secured. Shoes must completely cover the foot. No sandals allowed and contact lenses shouldn't be worn in the laboratory.
17. Correct protective gear must be worn or used in the laboratory.
18. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the supervisor immediately, no matter how trivial it seems. Do not panic.

19. If a chemical should splash in your eye(s) or on your skin, immediately flush with running water for at least 20 minutes. Immediately inform your supervisor.
20. All chemicals in the laboratory are to be considered dangerous. Label on chemical container and material safety data sheets must be read carefully before use. Avoid handling chemicals without protective gloves. Do not taste, or smell any chemicals.
21. Never remove chemicals or other materials from the laboratory area.
22. Never handle broken glass but put them in the designated glass disposal container.
23. Examine glassware before each use. Never use chipped, cracked, or dirty glassware.
24. If you do not understand how to use a piece of equipment, ASK THE SUPERVISOR FOR HELP!
25. Do not immerse hot glassware in cold water. The glassware may crack.

