

A. R. Smith Department of Chemistry Laboratory Safety Rules*

PROPER LAB ATTIRE

- Required lab attire - As a general rule it is prudent to always *minimize the amount of skin exposed to the laboratory environment*.
- Long pants or skirts to (and including) the ankle are required. *In all cases, there should be no skin visible on the legs or midriff. Shirt sleeves should cover the shoulders.*
- Shoes that completely cover the top portion of your foot such as athletic shoes or hiking boots. *Shoes that expose the top of the foot, even if socks are worn, are not allowed.*

SAFETY EQUIPMENT & PPE

- Approved *chemical splash goggles* are required and must be worn at all times while working in the lab.
- Certain experiments will require you to wear personal protective equipment (PPE) such as gloves or an apron. These will be provided when required. *Gloves should be removed prior to leaving the lab (See departmental statement on "Understanding and Avoiding Chemical Transfer in the Laboratory")*.

PROPER CONDUCT/BEHAVIOR

- Safety is the responsibility of each person working in the lab.
- In-ear headphones are not allowed to be worn in lab.
- Do not engage in horseplay or unauthorized experiments.
- Do not consume food or drink, use tobacco products, chew gum or apply make-up in the chemistry laboratory. *Under no circumstances should drink containers be out of book bags.*
- Your instructor and/or course syllabus will define cell phone use in the lab. *Contaminated phones will be collected as hazardous waste.*
- Keep your hands and pen away from your face and mouth as this may inadvertently transfer chemicals from your hands to your mouth or face.

SAFE HANDLING OF CHEMICALS

- Read the label of each chemical container carefully (including hazards) before you use it.
- Dispense chemicals in a hood if so directed.
- Always dispose of waste chemicals in the proper container – do not place chemicals down the drain without being instructed to do so.
- Do not smell unless specifically directed to do so, and never taste chemicals.

PROPER HOUSEKEEPING

- Minimize risk of accidents by keeping your work area clean and uncluttered. Book bags should not be left in aisles.
- Notify your instructor immediately if you spill a chemical or break a piece of glassware. They will advise you on the best method for cleanup.
- Promptly cleaning up a mercury spill is critical – *Notify your instructor immediately and do not allow anyone to walk in the area.*

PROPER HYGIENE

- Wash your hands before leaving lab.

EMERGENCY PREPAREDNESS

- Flush skin and eyes with cool water in the event of contact with chemicals or hot objects. Notify your instructor immediately. Do not apply any chemicals to a burn.
- Familiarize yourself with all exits in the lab and evacuation routes, the location of safety equipment such as eye washes, safety showers, and fire extinguishers.

*Familiarize yourself with these safety rules. The rules are not prioritized – *a violation of any one of these safety rules may result in your immediate dismissal from the laboratory by the instructor*. All work that day may receive a grade of zero. Excuses will not be accepted or tolerated.