

Lab Safety Rules Agreement

It is very important to the SRJC Faculty and Staff that no one be injured while working in the chemistry laboratory. The Chemistry Department has instituted a number of policies in order to ensure laboratory safety and efficiency. Your laboratory instructor and the stockroom staff have complete authority for enforcement of these rules and any other procedures to ensure safe practices in carrying out the laboratory work. In addition, it is essential that you prepare for each experiment by reading it carefully before entering the laboratory. Not only will this ensure that you get the maximum benefit from the experience, but it will also make a safer laboratory environment for everyone. For a complete list of Safety Rules, visit the SRJC Chemistry Laboratory Safety page <http://online.santarosa.edu/presentation/page/?27261>.

Required Lab Attire:

1. *Shoes that completely cover your feet shall be worn in the laboratory at all times* to protect from chemical spills and broken glass. Inadequate protection often leads to injury, such as getting sharp glass shards embedded inside the shoe.
2. *Clothing that fully covers your torso and legs are required to be worn in the laboratory at all times* to protect you from chemical burns on the skin. Shorts are not allowed at any time. If you don't have the required clothing and shoes for lab, you will be asked to "purchase" a Tyvek safety suit and/or shoe covers from the stockroom using the receipt book in your locker.
3. *Approved splash-proof safety goggles must be worn at all times*. At no time are safety glasses of any kind acceptable in the laboratory. *Every* student in the laboratory must wear goggles until *everyone* has finished with the experimental procedure and has put away all glassware. Safety goggles are not to be modified in any manner. Violations of this may result in expulsion from the laboratory.
4. *Laboratory aprons must be worn while conducting experimental work*. Only rubberized aprons will be permitted in the laboratory.

Lab Cleanliness Rules:

5. *Long hair must be tied back* while in the laboratory. Hair can catch on fire while using open flames or get caught in equipment.
6. *Store all backpacks, jackets, textbooks, and/or any items not needed for the experiment in the cubby storage area*. The only items on your laboratory bench should be your laboratory notebook, laboratory manual, pen, and necessary laboratory equipments and chemicals.
7. *Laboratory areas must never be used for eating or drinking*. All food and beverages must remain in a purse, book bag, or backpack.
8. *Keep your work area neat and free of clutter*. If you spill water or a chemical or break a piece of glassware, clean it up immediately. If you are unsure of how to do this, consult your instructor.
9. Clean balances immediately after use.

10. All broken glassware must be discarded in the proper glassware disposal container. Only the glass pieces shall be placed in these containers.
11. *Clean up*: Upon completion of the laboratory experiment and before leaving the laboratory, clean off your laboratory bench and return all stools to the appropriate storage closet or area.

Accident/Injury Prevention:

12. *Before you are allowed to work in the laboratory*, you must learn the location and how to operate the nearest eyewash fountain, safety shower, and other safety equipment.
13. *Horseplay, pranks, and practical jokes will not be tolerated during lab*. These forms of mischief are especially dangerous and are prohibited. Violations of this may result in expulsion from the laboratory.
14. *Perform no unauthorized experiments*. Violations of this may result in expulsion from the laboratory.
15. *Check potentially hot objects before touching them*. Hot plates, iron rings and other hot objects often do not look hot, but could have temperatures of several hundred degrees.
16. *Never fill a pipet by using "mouth suction"*. Always use a rubber pipetting bulb to fill your pipet. Never point and squeeze a pipet bulb at yourself or anyone else.
17. *Do not force glass tubing into rubber stoppers*. Always lubricate with water or glycerin. Protect your hands with several paper towels when inserting tubing into stoppers. Check with your instructor for the proper procedure.

Spill/Accident Procedures:

18. *In case of any chemical spill in or near your eyes*, rinse your eyes with copious amounts of flowing water from the eyewash fountain for *15-20 minutes*. Ask for assistance immediately. Do not rub your eyes; keep eyes open while rinsing with water.
19. *In case of any chemical spill on the skin or clothing*, rinse with copious amounts of flowing water from the sink or safety shower for *15-20 minutes*. For minor spills, using the sink is appropriate, however, for spills that cover larger portions of the body, use the safety shower. For heat burns on the skin, also rinse with copious amounts of flowing cold water from the sink.
20. *Please inform the instructor immediately of any mercury spill*. Do not attempt to clean up any mercury spill on your own. Broken mercury thermometers should **not** be placed in the glass disposal container. The principal danger comes from breathing mercury vapor.
21. *All accidents, injuries, explosions, or fires must be reported* at once to the laboratory instructor. You must go to the Student Health Services for treatment of cuts, burns, or inhalation of fumes. Transportation and an escort will be arranged. Your instructor will contact emergency services in case of serious injury.
22. *In an evacuation, turn off heat sources you are using and leave the room in an orderly manner*. The meeting area for Bech Hall is the lawn between

Baker, Shuhaw and Bech. Assemble there with your instructor and wait for further instructions. Stay with your class until you have been given permission to leave.

Chemical & Waste Procedures:

23. *Containers of chemicals may not be taken out of the laboratory classroom.* Inform your instructor or stockroom staff if a chemical container needs to be refilled, or if an additional waste container is needed. **Do not** overfill waste containers.
24. *Never return excess material to reagent bottles.* Make it a practice to not take much more material than is required for the experiment because many chemicals are quite expensive.
25. *Do not take reagent bottles back to your desk.* This is a matter of courtesy to the other students in the class, and it minimizes the likelihood of contaminating the reagent. It is also much safer not to have students carrying large amounts of chemicals around the laboratory. Obtain the required quantities of chemicals from the reagent area by taking a secondary container such as a clean test tube, buret, flask, or beaker to the reagent area (usually the fume hood).
26. *Exercise great care when checking for chemical odors.* Always use your hand to waft vapors toward your nose.
27. *Fume Hood:* All operations in which noxious or poisonous gases are used or produced must be performed inside a fume hood.
28. *Hazardous Waste:* Proper procedures given by your instructor must be followed for collection of hazardous wastes. In general, there will be at least one waste container in the designated waste hood for collection of the experiment waste streams. Do not pour any chemicals or waste solutions down the drain!