Chemistry Laboratory Safety Policies

Safety in the chemistry laboratory is the top priority for students and instructors. To ensure safety in the laboratory, the following rules and regulations must be followed at all times. These rules and regulations exist to minimize risk and prevent injury to you, your classmates, and faculty/staff. The golden rule in any laboratory is to use common sense. Listen carefully to oral instructions about chemicals and their hazards, use of equipment, and waste disposal procedures.

**Before you can participate in laboratory, you must sign and return the safety contract to your instructor.**

1. Safety glasses are required by law at all times. Failure to comply will result in your dismissal from the laboratory.
2. Proper attire is required. Failure to comply will result in your dismissal from the laboratory.
   a. Shoes must cover the top of the foot. Open-toe shoes are not permitted. Shoes that leave the top of the foot exposed are not permitted. You are strongly encouraged to wear socks.
   b. Pants must cover the entire leg. Shorts, cropped/capri pants, and short skirts are not permitted. Skirts and dresses must be full length, and comply with the same rules as pants. There should not be skin exposed between pants/skirts and shoes.
   c. Sleeveless shirts are not permitted. T-shirts are acceptable.
   d. Lab coats will be available for your use. However, be aware that a lab coat will not always rectify wearing improper clothing.
   e. Long hair should be tied back.
   f. Loose clothing (flowing sleeves with jackets and hoods) should be avoided.
3. Gloves should be worn when working with chemicals. Dispose of gloves inside the laboratory, and wash your hands before exiting.
4. Food, drink, and chewing gum are not allowed in the laboratory. Please keep food and drink items inside a zipped backpack. Any items in plain sight will be thrown away. Do not apply cosmetics, take medicine, or put pens/pencils in your mouth.
5. No smoking or chewing tobacco is permitted in the laboratory.
6. Keep the laboratory as clean and tidy as possible. Backpacks, purses, coats, etc. should be placed away from laboratory benches, and aisles should be clear. Clean your bench area at the end of every lab period.
7. Learn the location of the fire extinguisher, first-aid kit, safety shower, and eyewash station. Learn the proper evacuation plan in the event of an emergency.
8. Treat all chemicals as if they are toxic and hazardous. Therefore, dispose of chemicals in the proper waste receptacles. Never put chemicals in the trash can or down the sink. Pay attention to special waste disposal procedures given by your instructor.
9. Never use broken or cracked glass in lab. Dispose of broken glass in the white glass disposal box, not in the trash can.
10. Chemicals should NEVER be tasted. Do not smell chemicals unless authorized. Chemicals are smelled only wafting the odor towards you. Use caution.
11. Do not sit or lean on the laboratory benches. Chemicals, although not seen, can be present on the laboratory benches from previous experiments.
12. Chemical spills, accidents, injuries, or unusual events should be IMMEDIATELY reported to the Instructor.
13. When using a flame, hair should be tied back and flammable materials should not be in close proximity. Never point a test tube that is being heated in the direction of another person.
14. Horseplay/childish behavior is not permitted.
15. Do not perform any unauthorized experiments. Do not remove any materials/chemicals from the laboratory.

16. Do not put chemicals or reagents directly on the balances. Use weigh boats or other equipment (beaker, watchglass, evaporating dish) and weigh by difference. Never leave chemical spills on the balances, always leave the balances clean after using.

17. Students should try to take only the amount needed from the reagent bottles. Do not put equipment into the bottles (pipets, droppers). Pour stock solutions into a beaker to bring to your laboratory bench. Never return unused chemicals to the original stock bottle to avoid contaminating the entire supply. Surplus reagents must be placed in the proper waste container.

18. Always add acids to water to avoid boiling or splashing of concentrated acids.

19. Pregnancy is considered a healthy state, but the potential for inhaled toxins, or skin contact absorption of toxins to cross the placenta from the mother's tissues to the embryo/fetus is a consideration. The possible dangers of such contact are not fully evaluated. Students should discuss with their doctor the decision to participate in the chemistry laboratory while pregnant. The instructor can provide more information about the particular exercises and exposure risks upon request and Safety Data Sheets (SDS) are available.

20. Access to the chemistry stockroom is for instructors only.

You will be required to provide your signature on a Safety Contract form for your class indicating that you have read the above rules and agree to by them. If you violate these rules, your instructor may dismiss you from the lab.