APPENDIX II. Revised December 2013

General Safety Policy for Students in Laboratories using Chemicals
CLAB 103, CLAB 104, CLAB 123, CLAB 124, CLAB 254

EMERGENCIES—In case of an emergency when the instructor is unavailable or incapacitated, call University Police at 2222 using the laboratory telephone. When using a cell phone, it is necessary to dial (985)-549-2222.

CONDITIONS OF YOUR WORK AREA - You should maintain a work area that is free of unnecessary equipment, books, coats, purses, excess chemicals, and trash. Keep aisles and exits unobstructed. Books, coats, purses and other personal belongings should be stored in the cabinets beneath the counters. Reagents should be returned to the proper location. At conclusion of lab, clean all used glassware and bench top and replace all equipment in proper location. Before you leave the lab, be prepared to have your station inspected by your instructor.

CHEMICAL SPILLS- All chemical spills should be cleaned up immediately by the proper procedure (if you do not know the correct procedure, notify your instructor for instructions).

EYE PROTECTION - Safety goggles must be worn at all times when you are in the laboratory. Contact lenses are not recommended, however ACS indicates that these lenses are acceptable with proper safety goggles. It is required that you wear safety goggles over your regular prescription glasses.

DISPOSAL OF WASTE MATERIALS - Waste chemicals are to be discarded in the properly labeled waste container. BE SURE TO READ THE LABEL ON THE WASTE CONTAINER. Broken glass and syringes should be placed in the broken glass container. Waste paper, towels, and other trash should be discarded in the waste baskets.

PIPETTING LIQUIDS - Always use a rubber suction bulb or a syringe attached to the pipette to fill the pipette. NEVER USE YOUR MOUTH TO DO THE WORK OF THE SUCTION BULB OR SYRINGE.

HEATING MATERIALS- Make sure that a boiling stone or stir bar is contained in all liquids before heating. When heating materials in a test tube, always point the opening of the container away from yourself and others. Point the opening toward the back of the hood or up toward the splash guard that runs the length of the work bench. Never heat a closed (sealed) container. Never place your face over a material which is being heated. This includes liquids or solids, beakers, test tubes, and Erlenmeyer flasks. The hot material could contact your face and cause chemical and/or thermal burns. Never heat a flammable substance over an open flame. Never leave an experiment that is being heated unattended.
OPEN FLAMES- Have open flames (Bunsen burners, lighters, matches) **ONLY** when the instructor or the lab manual specifically tells you to do so.

EATING OR DRINKING - Since there is a possibility of food substance becoming contaminated with toxic chemicals, no eating or drinking will be allowed in any of the laboratories. No chewing gum or hard candy. Never taste any chemicals from the laboratory.

SMOKING - Smoking is not allowed in any building on campus.

CONDUCTING EXPERIMENTS - Under no circumstances will you be allowed to conduct experiments that have not been assigned for you to do or to work in the lab alone without proper supervision. If you need to leave the lab during class, you should notify the instructor. Do not leave an experiment unattended.

FIRE IN THE LABORATORY - Call out “FIRE” and get away from the fire. Notify the instructor. Your safety is the number one priority. Some small fires may be extinguished as discussed the first day of lab. Medium to Large fires will require evacuation of the building. Pull the fire alarm, and then evacuate the building.

EVACUATION- In case of evacuation, leave behind all personal objects, leave the room by nearest exit and proceed directly to Azalea Circle. Evacuation Routes are posted adjacent to all classroom exit doors. Check in with instructor at Azalea Circle to ensure your safety and verify that no rescue is necessary. Do not leave until told to do so.

FIRE ON A PERSON - If your clothing or hair catches fire, DO NOT RUN. Running only fans the flames and makes them burn faster and hotter. Go immediately to and use the safety shower and call out for help. Stay under the shower until the fire is out and the skin temperature has cooled down. If you are in a lab where a person is on fire, it is your responsibility to help that person get under the safety shower and assist them in any way that you can. NEVER USE A FIRE EXTINGUISHER ON A PERSON.

CHEMICAL SPILLS ON YOUR BODY - Remember that speed in washing to remove the chemical is most important in reducing the extent of injury. Notify your instructor and follow the procedures listed below.

YOUR EYES - Immediately go to the eye wash station and while holding your eye open, irrigate the eye completely for at least 15-30 minutes. Report to the Health Center.

YOUR HANDS OR ARMS - Immediately go to the sink and wash your hands until they are no longer contaminated. If a chemical burn has occurred, report to the Health Center. Always wash your hands if you think you may have touched a chemical and always before you leave the laboratory.

YOUR BODY - Immediately go to the safety showers, pull the shower lever, and with the water running remove any contaminated clothing. Stay under the shower until all of
the contamination has been washed away. Report to the Health Center.

OTHER INJURIES – In the event that you or your lab partner cuts themselves or burns themselves, you should notify your instructor immediately.

CHEMICALS - Never use a chemical from an unlabeled container. Never substitute a chemical in an experiment without the instructor’s permission. Always treat unfamiliar chemicals as if they are dangerous.

FUME HOOD: When dispensing or working with volatile chemicals, it is recommended to do so in the fume hood. Be sure that the hood is operating by observing that the flow meter is indicating in the green. Never place any body part other than your hands inside the fume hood. When working in fume hood, keep the sash line between you and the material being manipulated. Never dispense chemicals on the air foil sill of the hood. This creates a potential spill hazard and interrupts proper air flow.

PREGNANCY/ALLERGY/CHEMICAL SENSITIVITY – Due to the possibility of contact with chemicals, please self-notify your instructor if you are currently pregnant, have a known allergy or have a known chemical sensitivity or if you develop any of these conditions during the semester. Additional safety equipment (such as gloves and lab coats) may be put in place. You may be forbidden from participating in select labs.

HEALTH CONDITIONS- If you have a condition that may impact the safety of yourself or others in the lab (such as fainting spells, seizures, tremors, etc) notify your instructor. Special safety practices may be put in place.

MATERIAL SAFETY DATA SHEETS - Under the OSHA Hazard Communications Standard (29CFR 1910.1200), all personnel working with hazardous materials must have access to Material Safety Data Sheets (MSDS) or Safety Data Sheets (SDS), and be trained in the safe handling of the material. The MSDS provide necessary, helpful, and useful information on the properties of the hazardous material. You should familiarize yourself with those properties before you work with the material. It is vital to your safety to be able to refer to the MSDS immediately in the event of an emergency and provide a copy to emergency responders. Your instructors or research directors or supervisor will endeavor to alert you to the hazards of materials used in the laboratories; however, you may read the MSDS should you desire to review the information provided there in.

LAB ATTIRE - Safe laboratory practices mandate proper attire for handling unknown or hazardous chemicals. Departmental policy forbids students from entering the lab if they are non-compliant with safety policy (including attire items 1-7 below). The department is not required to provide make up labs due to safety non-compliance.

1. ALWAYS wear eye protection.
2. DO NOT wear sandals or open-toe shoes.
3. If you have long hair, pull it back in a bun or a pony-tail
4. If you have long, baggy sleeves roll them up or bind them close.
5. DO NOT wear nylon hose.
6. DO NOT wear shorts, short skirts, short shirts, low pants or other clothing that leaves excess skin exposed.
7. All skin that would normally be covered by a below the knee length lab coat, needs to be covered when wearing street clothing in the lab.

In the event of inappropriate clothing, the student may remedy the situation by changing clothes or wearing of a lab coat. Alternative clothes may be purchased from the union bookstore. A limited amount of lab coats may be available for borrowing. Disposable lab coats are available for purchase from the Retail Bookstore located in the Student Union.

Students are forbidden from working in the lab in a non-safety-compliant manner.

This Safety Policy is by no means a complete and absolute statement of laboratory safety instructions. Your instructor will periodically point out other safety precautions.