

# SUNY Geneseo

Department of Chemistry

## LABORATORY SAFETY RULES

Potential hazards exist in all chemical laboratories and some can cause serious accidents. Fortunately, most accidents can be prevented if each person in the lab observes a set of common sense precautions and follows proper experimental procedures. The following rules are to be observed to at all times. The Faculty Instructor is authorized to expel from the laboratory anyone repeatedly violating these rules.

1. If a student has any **medical condition** that may be affected by chemistry stockroom and laboratory work (allergies, e.g.) or that may affect safe performance of laboratory work (seizure disorders, e.g.), it is strongly recommended that the student inform the Faculty Instructor well in advance of the initiation of any laboratory work. If a student thinks or knows they are pregnant, seeking medical consultation for infertility, or is intending to have a child, it is strongly recommended that they contact the Faculty Instructor in advance of the initiation of laboratory work so that an appropriate accommodation can be made.
2. No laboratory work may be carried out without the **written authorization** or **supervision** of the Faculty Instructor. Absolutely no unauthorized experiments are to be performed. Never work in the laboratory alone.
3. All persons who are working in or visiting the laboratory must **wear safety goggles and a lab coat at all times chemicals or glassware are being used or handled**. Safety glasses, carpenter's goggles, or glasses with side shields are not acceptable for eye protection as per ANSI Z87.1-2003. Gloves are recommended for all experiments using hazardous chemicals but must not be worn outside of the laboratory
4. **Never put anything in your mouth in the laboratory**. Do not use mouth suction when filling pipettes with reagents, use a suction bulb or pipet pump. Eating, drinking, chewing gum, and bringing food intended for consumption into the laboratory is forbidden.
5. **Wear sensible clothing** in the laboratory. Shorts are not allowed. **Clothing which completely covers your legs is required** (this includes completely covering your ankles); **invisible socks, capris, ripped pants, and other clothing which exposes skin of the legs and feet are prohibited**. Midriffs and crop tops are prohibited. Closed toed shoes must be worn; **bare feet, sandals, open toed, & open top (i.e. ballerina) shoes are prohibited**. Long hair must be tied back or covered.
6. Know and memorize the locations of the fire extinguishers, safety shower, and eye wash station. Be prepared to know how to use the eyewash and shower. Know where the fire extinguishers are in case of an emergency so that if a Faculty member or the Stockroom Manager asks you, you can give them an extinguisher. Learn and memorize the locations of the building exits and the **Emergency Meeting Place** for your laboratory. Stay together until your instructor indicates you may disperse.
7. **Report any accident or injury** to the Faculty Instructor/Stockroom Manager immediately. The Faculty member or Stockroom Manager on site will arrange transportation to Health Services for treatment of injuries, if necessary. Minor injuries can be treated by stockroom personnel.
8. Flammable solvents such as ether, acetone, toluene, alcohols, etc., must be kept well away from open flames.
9. In case of **fire**, alert the Faculty member on site, Stockroom Manager and other students immediately and if instructed, exit the laboratory in an orderly fashion. Never attempt to extinguish a fire by yourself.
10. **Handle all chemicals properly**, and with caution.
  - a. **Read** all labels carefully. Only use properly labeled reagents.
  - b. Use only what is needed. Never pour unused reagent back into the reagent bottles.
  - c. **Re-cap or re-stopper all reagent bottles** after use. Return chemicals immediately to their proper places.
  - d. Do not let chemicals come in contact with your skin. Wear appropriate protective gloves, if necessary.
  - e. If you **spill** a chemical alert the Faculty Instructor. They will instruct you on proper cleanup procedures.
  - f. **Label** all containers you use to hold chemicals.
  - g. **Avoid breathing fumes** of any kind. Use the fume hoods when necessary or when directed to do so.

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## LABORATORY SAFETY RULES, cont.

11. Only use equipment that is in good condition. Report **broken** or **malfunctioning** equipment to the Faculty Instructor. Do not use broken glassware - replace it.
12. Do not force glass tubing (or thermometers) into rubber stoppers or adapters; **lubricate** the glass with glycerine. Protect your hands with towels when inserting glass into a stopper. Consult your Faculty Instructor for details on the proper procedure.
13. Keep aisles and work areas clear and drawers closed.
14. **Sitting on table tops is prohibited.**
15. Keep your laboratory bench and all other working areas **clean** at all times and free of items not related to the work day. **Balances must be kept clean.** Do not put any chemicals directly on the balance pans.
16. **Dispose of wastes** in the proper manner as outlined by your Faculty Instructor. Hazardous waste must **never** be poured down the sinks.
17. At the close of the laboratory, **clean** your glassware and put everything away into the appropriate storage areas or drawer(s) (lost equipment will be charged to you). Clean your desk top and other working areas before you leave the laboratory.
18. Never take any chemicals or equipment from the lab.
19. Horseplay of any kind is prohibited in the laboratory at all times.
20. Report any unsafe laboratory condition or situation to the Faculty Instructor immediately.
21. Smoking and vaping are **not allowed** in the Integrated Science Center.

***By signing below, I acknowledge that I have carefully read and understood the above rules.  
I agree to comply with these rules and understand that my failure to do so may result in my  
expulsion from the laboratory. I acknowledge receipt of a copy of these rules for my records.***

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Date

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Desk #

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Printed Student's Name

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Student's Signature