

LINCOLN UNIVERSITY SAFETY REGULATIONS FOR STUDENTS WORKING IN THE LABORATORY



To work at Lincoln University research laboratory or facilities, you must have certain important responsibilities to ensure you and other students are safe at all times. You will be working with materials and apparatus which, if handled carelessly or improperly, have the potential to cause injury or discomfort to someone else as well as yourself.

A laboratory can be a safe place in which to work if you, are foresighted, alert, and cautious. The following practices need to be followed:

- 1) In case of serious emergency such as a serious injury, fire, or explosion please contact LUPD immediately at 5555.
- 2) Wear appropriate clothing and covered shoes, do not wear loose sleeves as they tend to get in the way during work, wear laboratory coat at all times, roll long sleeves above the wrist. Long, hanging necklaces, bulky jewelry, and excessive and bulky clothing should not be worn in the laboratory.
- 3) Tie back long hair during a laboratory activity.
- 4) Wear shoes that cover the toes, rather than sandals, in the laboratory.
- 5) Wear appropriate eye protection, as directed by the instructor, whenever you are working in the laboratory. Safety goggles must be worn during hazardous activities involving caustic/corrosive chemicals, heating of liquids, and other activities that may injure the eyes.
- 6) Splashes and fumes from hazardous chemicals present a special danger to wearers of contact lenses. Therefore, students should preferably wear regular glasses (inside splash-proof goggles, when appropriate) during laboratory work.
- 7) Follow all directions provided by your instructor implicitly and intelligently.
- 8) Any experiment you conduct must be approved by your instructor.
- 9) Use only those materials and equipment authorized by your instructor.
- 10) Inform your instructor or appropriate faculty immediately any equipment is not working properly.
- 11) Students with open skin wounds on hands must wear gloves or be excused from the laboratory activity.
- 12) Never carry hot equipment or dangerous chemicals through a group of students or workers.
- 13) Check labels and equipment instructions carefully. Be sure correct items are used in the proper manner.
- 14) Be aware if the chemicals being used are hazardous. Know where the **safety data sheet (SDS formerly the MSDS)** is and what it indicates for each of the hazardous chemicals you are using. **Material safety data sheet is the (MSDS)**.
- 15) Never taste anything or touch chemicals with the hands, unless specifically instructed by your instructor to do so.
- 16) Test for odor of chemicals only by waving your hand above the container and sniffing cautiously from a distance.
- 17) Eating or drinking in the laboratory or from laboratory equipment is not permitted.
- 18) Use a mechanical pipette filler (never the mouth) when measuring or transferring small quantities of liquid with a pipette.
- 19) When heating material in a test tube, do not look into the tube or point it in the direction of any person during the process.
- 20) Never pour reagents back into bottles, exchange stoppers of bottles, or lay stoppers on the table.
- 21) When diluting acids, always pour acids into water, never the reverse. Combine the liquids slowly while stirring to distribute heat buildup throughout the mixture.
- 22) Keep hands away from face, eyes, and clothes while using solutions, specimens, equipment, or materials in the laboratory. Wash hands as necessary and wash thoroughly at the conclusion of the laboratory period.
- 23) To treat a burn from an acid or alkali, wash the affected area immediately with plenty of running water. If the eye is involved, irrigate it at the eyewash station without interruption for 15 minutes. Report the incident to your instructor immediately.
- 24) Report any accident to your instructor immediately, no matter how minor, including reporting any burn, scratch, cut, or corrosive liquid on skin or clothing.
- 25) Know the location of the emergency shower, eyewash and face wash station, fire blanket, fire extinguisher, fire alarm box, and exits.
- 26) Clean up any **nonhazardous spill** on the floor or work space immediately.
- 27) Know the proper fire and tornado drill procedures.

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- 28) Keep work areas clean. Floors and aisles should be kept clear of equipment and materials.
- 29) Light gas burners only as instructed by your instructor. Be sure no volatile materials (such as alcohol or acetone) are being used nearby.
- 30) Use a burner with extreme caution. Keep your head and clothing away from the flame and turn it off when not in use.
- 31) Use a fire blanket (stop, drop, and roll) to extinguish any flame on a person.
- 32) Make sure you cleaned all work areas and put back materials in adequate storage places before leaving for the day.
- 33) Dispose of laboratory waste as instructed by your instructor. Use separate, designated containers (not the wastebasket) for the following:
 - Broken and waste glass
 - Rags, paper towels, or other absorbent materials used in the cleanup of flammable solids or liquids
 - Hazardous/toxic liquids and solids

(all other non-hazardous trash can be disposed in the regular trash)
- 34) Place books, purses, and such items in the designated storage area. Take only laboratory manuals and notebooks into the working area.
- 35) Remove all broken glass from the work area or floor as soon as possible. Never handle broken glass with bare hands; use a counter brush and dustpan.
- 36) Report broken glassware, including thermometers, to your instructor immediately.
- 37) Operate electrical equipment only in a dry area and with dry hands.
- 38) When removing an electrical plug from its socket, pull the plug, not the electrical cord.
- 39) Treat all animals in the science laboratory humanely; that is, with respect and consideration for their care.
- 40) Always approach laboratory experiences in a serious and courteous manner.
- 41) Students and teacher wash hands with soap and water before leaving the laboratory area.
- 42) Remove all broken glass from the work area or floor as soon as possible. Never handle broken glass with bare hands and use a counter brush and dustpan.
- 43) Report broken glassware, including thermometers, to your instructor immediately.

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Note: Persistent or willful violation of the regulations will result in the loss of laboratory privileges and possible dismissal from your laboratory work. Please sign the "Student Safety Contract" below if you have read and understood the instructions.

I, _____, agree to: a) Follow all instructions given by my instructor, b) protect my face, eyes, hands and body during any laboratory work, c) conduct myself in responsible manner at all times in the laboratory, and d) abide by all of the above safety regulations.

Student Signature:

Date:

Instructor's Signature:

Date: