

Kean Chemistry and Physics LABORATORY SAFETY RULES AND AGREEMENT FORM

Emergencies

- Know the location of safety showers, fire blankets, first aid kits, emergency phones, exits, and eyewashes. They will be pointed out by your instructor before the first laboratory is performed.
- In case of injury, fire, or chemical spill, notify the instructor at once.

Any questions and issues, please contact Dali Gao, B-220D, 908-737-3586,
dgao@kean.edu

IN AN EMERGENCY, CALL KEAN POLICE AT 908-737-4800

Proper Lab Attire and Prohibited Items

- Clothing must cover the entire leg to the ankle, with long pants preferred. Long skirts or long dresses are also acceptable. Clothing must cover your entire torso and arms. **Bare midriffs, shorts, skirts, kilts, loose clothing, dangling earrings, chains, and scarves are prohibited in the laboratory.** Shoes must cover the entire foot. Leather shoes or sneakers are preferred. No canvas, mules, sandals, Crocks, high heels, slippers, or open toed shoes of any kind are permitted. If you are not appropriately dressed for lab, you will be ejected from lab and potentially receive no credit for that lab.
- Bring a change of clothes, in the event of an accident.
- Long hair (hair that touches the shoulders) must be tied back or put into a hair-net.
- Contact lenses are prohibited in the lab. Wearing contacts may prevent flushing chemicals from the eyes in an emergency, and they can absorb organic vapors from the air. Students must obtain a pair of prescription glasses for working in the laboratory. Students must notify the laboratory instructor/supervisor if they wear contact lenses.
- You are required to wear appropriate eye protection and a lab coat or rubber apron at all times when you are in the lab. Wear safety glasses for impact protection and goggles to protect against chemical splashes. If you refuse to wear your glasses/goggles/lab coat or forget to bring them, you will be ejected from lab and potentially receive no credit for that lab.
- Latex or nitrile gloves are to be worn as directed by your instructor/supervisor. These may not be necessary in every case, but it is never wrong to wear gloves.
- Cell phones, pagers, radios, televisions, mp3 players, and any similar devices are not allowed in instructional laboratories. Please make sure they are turned off and put away.
- No food, drinks, chewing gum or tobacco, or application of cosmetics is permitted in the lab. Never use lab glassware as a food or drink container. Do not taste anything in the lab even if it is a food product (e.g., nutmeg).

GENERAL LAB RULES

- Come to lab prepared. If you have not read the lab (or understood what you read), accidents are much more likely to occur.
- LISTEN to instructions at the beginning of each lab. Your instructor will point out potential hazards and where caution must be taken.
- Only perform the laboratory assigned. Unauthorized experiments are dangerous, distract other students, and are strictly prohibited. Conducting unauthorized experiments will be cause for ejection from lab.
- Treat every chemical as if it is hazardous.
- You are not allowed to be in the laboratory without an instructor present.
- If a chemical splashes into your eye, immediately begin to rinse it at the eye wash station.
- If a small amount of a chemical has splashed onto your hand or arm, immediately begin to rinse it at a sink.
- If the chemical has contaminated a large portion of your body, or is on an area that cannot be easily rinsed off in a sink, use the safety shower.
- Report all injuries to your instructor. Student Health Services will treat injuries that are not emergencies (a small burn or cut). If the injury is more severe, you will be sent to a nearby Emergency Room by ambulance.
- If a chemical has spilled, notify the instructor immediately.
- Use good common sense in the lab. Horseplay and pranks will not be tolerated.
- **Do not pipette by mouth.** Use a suction bulb for pipettes, or a syringe, when measuring liquids.
- Do not pipette from or pour anything back into reagent bottles. Pour a sample into a smaller container first and dispose of the left over material afterwards. Contamination can ruin an experiment or cause an explosion.
- Check all glassware for cracks before beginning the lab. Broken glassware can be dangerous and must be replaced.
- Glassware should not be considered clean unless you have just cleaned it. Your lab partner may have been in a hurry last week and borrowing his/her glassware and considering it clean may have unexpected results.
- Do not force glass tubing into rubber stoppers. Use a lubricant suggested by your instructor.
- Exercise care in noting the odor of substances. Never place your nose to any container and inhale!
- Wash hands frequently when handling chemicals and before leaving the laboratory. Beware of contamination of clothing or on door knobs, frames, *etc.* Remove any protective gear before leaving the laboratory, including gloves.

CLEANING UP

- Do not put excess reagents back into the stock bottles.
- Unless otherwise instructed, NO LAB CHEMICALS ARE TO BE POURED INTO THE DRAIN OR PLACED IN THE GARBAGE. Your instructor will show you the system for disposal of waste. There will be separate containers for solid and liquid waste.
- Broken glassware must be put in the proper boxes made for that purpose not in the garbage

- Sharps and biohazardous waste must be placed in the proper receptacles for that purpose. Do not break needles before disposing of syringes.
- All equipment must be turned off unless the instructor says otherwise. Also, make sure that the water and gas are turned off and your bench area is clean before you leave. Lock your drawer and return the key to key storage.

(Detach this portion and return signed statement to your instructor/supervisor.
The above instructions should be retained for reference.)
I have read the general laboratory instruction and the special safety rules, and
I will observe them in my laboratory work.

NAME

DATE

CLASS

SIGNATURE