

UNION COLLEGE LABORATORY SAFETY RULES

Please read carefully and make sure you understand the following safety rules:

1. Before working with laboratory chemicals, you must complete the Laboratory Safety course on Nexus. Contact Liz Dobson-Davis, EHS at dobsonde@union.edu to enroll.
2. Be prepared. Read all assigned laboratory procedures and associated materials prior to conducting lab work. Review the Safety Data Sheets (SDSs) for the chemicals you'll be using and be aware of all hazards before beginning any lab.
3. All procedures should be performed as directed. Do not do anything that is not part of the assigned lab procedure or has not been advised by your instructor. Never use equipment prior to receiving proper instruction.
4. Wear personal protective equipment required for the procedure you are performing to reduce the risk of chemical exposure. This includes items such as safety glasses/goggles, lab coats and gloves. Your instructor will specify the type of personal protective equipment that is required for each procedure.
5. Splash goggles and lab coats must be worn when using acids or bases with a concentration of 6 Molar or greater, and when procedures have a splash hazard such as pouring or transporting bulk quantities.
6. Remove gloves before touching personal items and door handles. Gloves should be removed so the outer part does not touch your skin.
7. Appropriate clothing shall be worn in the laboratory. Shoes should cover the entire foot. Avoid loose fitting clothing or dangling jewelry and tie long hair back.
8. Working alone in a laboratory should be avoided. Work in pairs, however if you must work alone, advise a faculty member of your location and the time you'll be in the lab.
9. If feasible, keep the door to the lab closed; an open door can decrease fume hood performance. However, if you're working alone, keep the door open in case assistance is needed in an emergency.
10. Keep food, beverages, cosmetics and medications out of the designated lab work zone. Do not store coats, backpacks and other personal items on the bench tops.

11. Use an operating chemical fume hood for opening, pouring or handling hazardous chemicals. Transport hazardous chemicals using bottle carriers or suitable carts.
12. Know the location and proper operation of the nearest exit and emergency equipment, including eyewash, safety shower, fire extinguisher, first aid kit and spill kit. Only use a fire extinguisher if you have been trained
13. Absolutely NO horseplay will be tolerated in the laboratory. When moving about the laboratory, be mindful of your surroundings and potential hazards.
14. All accidents, spills, injuries or breakage should be reported to your instructor immediately. All spills should be contained and cleaned up. Materials used to clean a spill should be disposed of properly. Broken glass should be disposed in a designated container.
15. All chemical waste must be disposed of properly, according to your instructor. Chemical waste labels must have the words "hazardous waste" and the chemical waste name(s) fully written out. Keep waste containers capped when not in use.
16. Never remove chemicals, biohazards, supplies or equipment from the laboratory without prior permission from you instructor.
17. All medical conditions that may require special precautionary measures (allergies, color blindness, pregnancy, etc.) should be reported to your instructor.
18. Properly clean up your work area before leaving the lab. This includes washing your hands, returning all supplies, and cleaning the workbench.

Emergency Contact Information:

Campus Safety: 518-388-6911

Chemical Safety Officer, Liz Dobson-Davis:

Office: 518-388-6340, Cell: 518-925-2753

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