

VASSAR COLLEGE BIOLOGY DEPARTMENT LABORATORY SAFETY RULES

GENERAL RULES:

1. Learn what safety equipment is available, where it is, and how to use it:
 - EYEWASHES - in hallway & _____
 - SHOWERS - in the halls
 - FIRE EXTINGUISHERS - located at the top of the stairs on each floor and in each laboratory
 - FIRST AID MATERIALS - _____
 - SPILL-CONTAINMENT MATERIALS - _____
 - FIRE BLANKETS - _____
 - NEAREST EMERGENCY PHONE - _____
RED phones are a **direct line** to campus response center (CRC).
All other phones list emergency numbers on an orange label.
General emergency number is 7333, CRC is 5221.
2. Working in the laboratory alone and unsupervised is not allowed.
3. Unauthorized experiments are prohibited.
4. Do not remove any chemicals or equipment from the lab without permission.
5. Mature conduct is expected.
6. Avoid cluttering your workspace with personal items. Do not store coats, hats, umbrellas, back packs, etc. near your workspace. They present a hazard to movement in the lab. Store them OUTSIDE the laboratory.

PERSONAL SAFETY:

1. DO NOT SMOKE, EAT, DRINK, chew gum or use cosmetics in the laboratory.
2. Do not bring food or beverage into the laboratory.
3. For your own safety, protective equipment such as gloves, goggles and lab coats must be used in the laboratory under many situations.
4. DO NOT wear open-toed shoes (e.g. sandals, flip-flops).
5. Long hair must be tied back when working with Bunsen burners or chemicals.
6. Report all injuries, spills, breakage of glass or other items, unsafe conditions, and accidents to the instructor immediately.
7. Keep your workspace neat and organized.
8. Be aware of what your neighbors are doing – you may be a victim of their mistakes.
9. ALWAYS wash your hands before leaving the laboratory.
10. In the event of a fire alarm, turn off all Bunsen burners and electrical equipment and leave the building immediately by the nearest exit. DO NOT RUN.

SAFE HANDLING OF CHEMICALS AND EQUIPMENT:

1. Always read labels on bottles of chemicals. Label carefully anything you prepare.
2. Do not attempt to catch falling glassware.
3. Locate the glass disposal container. Broken glassware must be deposited in the glass disposal box, not in the wastebasket.
4. Locate the red sharps container. Discard used razor blades, syringes and needles in the red sharps container **ONLY** not in the wastebasket.
5. Never taste or smell a chemical unless specifically told to do so. Some chemicals are toxic upon inhalation.
6. **BEFORE LIGHTING A BUNSEN BURNER REMOVE ANY NEARBY FLAMMABLE LIQUID** (e.g. ether).
7. Never leave a flame unattended.
8. Be sure to turn off gas jets as soon as you are through using them.
9. Never expose skin or look directly at a UV light. UV radiation is extremely dangerous to the eyes and skin.
10. Clean up spills after using balances to avoid contamination and exposing others to unknown chemicals.

HANDLING MICROORGANISMS SAFELY:

1. **NEVER EAT, DRINK OR BRING FOOD INTO THE LABORATORY.**
2. Keep paper, pencils, fingers, etc., out of the mouth.
3. Learn and use good sterile technique.
4. All containers of microorganisms and all sterile equipment must be covered except when in use. Never leave Petri dishes sitting about on the tabletop uncovered.
5. If a living culture is spilled, report it to the instructor immediately.
6. Report all personal accidents and injuries immediately.
7. Discard anything containing microorganisms into labeled containers **ONLY**. Avoid spillage in the discarding process.
8. **WASH HANDS THOROUGHLY** before leaving the laboratory.