LABORATORY SAFETY RULES AND REGULATIONS (STUDENT COPY)

1. **Emergency Evacuation**: Get familiar with exits, evacuation routes and the area to assemble after leaving the building (ask your instructor for details).

2. **Emergency Equipment**: Know the
   a. Location of eyewash and/or emergency shower and how to use them.
   b. Location of the fire extinguisher.
   c. Location of the first aid kit and other emergency equipment.

3. **Chemical & Biological Hygiene**:
   a. Material Safety Data Sheet (MSDS): You must:
      i. Know how to read a MSDS
      ii. Know the locations of MSDS
      iii. Know the basic properties of the chemical or biological agents before using them.
   b. Personal Protective Equipment (PPE): Use proper PPE as instructed by your instructor. PPE should NOT be worn in the hallway. Remove before exiting the lab. PPE examples include:
      i. Chemical or UV goggles
      ii. Disposable gloves
      iii. Heat resistant gloves
      iv. Lab coat
   c. Lab Attire: Proper lab attire must be worn from the time you enter the lab to the time you leave the lab unless otherwise instructed by your instructor. **Lab attire includes long pants and closed-toe shoes**. Long hair should be tied up and men’s ties removed or secured.
   d. Food & Drink: **NO FOOD OR DRINK** in the lab.
   e. Pipetting: Only mechanical pipetting allowed. **NO MOUTH PIPETTING**

4. **Chemical & Biological Wastes**
   a. Wastes will be properly disposed of in the properly labeled container as instructed by your instructor.
   b. You **WILL NOT** pour any chemical or biological materials down the sink.

5. **Student Behaviors**:
   a. Accident Reporting: Report any accident or injuries immediately to the instructor.
   b. Cell phone: Not allowed during class
   c. Clean up: Students are responsible for cleaning up their own bench tops at the end of every lab. Students are responsible for glassware if instructed.
   d. Hand washing: Always wash hands with soap and water **BEFORE** leaving the lab.

6. **Non-compliance of Lab Safety Regulations**: Students will receive the following reprimands for non-compliance of the listed safety regulations:

   **1st Violation**: The employee/volunteer will receive a verbal and written warning indicating noncompliance, unless severity of the violation warrants immediate removal from the lab with **termination of employment**.

   **2nd Violation**: The employee/volunteer will meet with the College Safety Officer about the violations before being allowed to continue job duties. If warranted their employment will be suspended for the remainder of the semester or term in which the violation occurs.

   **3rd Violation**: The employee/volunteer will be asked to leave permanently from lab employment and may be blocked from future employment within the college.