GOLLIS UNIVERSITY

LAB SAFETY RULES

DEPARTMENT OF CIVIL ENGINEERING, COMPUTER ENGINEERING, TELECOMMUNICATION ENGINEERING AND ELECTRICAL ENGINEERING

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1. **General precautions**

2. ALWAYS report accidents to the teacher or lab supervisors.
3. Read and understand the experiment BEFORE entering the lab.
4. Wash your hands and any lab instruments used before and after any lab activity.
5. Wear protective clothing. (Goggles, lab coat/aprons, hair tied back, close-toed shoes)
6. Be smart. No tasting, touching smelling unknown substances unless instructed to do so.
7. Always wear an apron or protective clothing when working with chemicals.
8. Always tie back loose hair.
9. Always wear goggles or safety glasses to prevent getting materials in your eyes.
10. Always read the labels on chemicals and heed all warnings.
11. Never eat, drink or smell chemicals. Rather carefully “fan” the fumes to your nose.
12. Never look directly into a test tube or flask look at the contents from the side.
13. Never play around during experiments.
14. Always wash your hands after handling lab materials.
15. Always follow the lap assistant’s instructions.
16. Never perform any experiments without the assistant’s approval.
17. Keep the lab clean and uncluttered.
18. Never eat or drink in the lab.

2. **Protective Clothing**

1. Wear safely goggles when working with heat, chemicals glassware or anything that is likely to harm your eyes.
2. Wear disposable gloves when working with chemicals or living organisms
3. Wear an apron when working with chemicals that might leave a stain.
4. Remove jewelry and tie back long sleeves.
5. Tie back long hair and pin back strands of hair that could get into your eyes.
3. First aid

1. Know the location of the fire extinguisher and first aid kit.
2. Report fires, accidents or injuries immediately to the assistant.
3. Report all accidents, no matter how minor, immediately to the teacher.
4. Know what to do in the case of specific accidents such as acid spills, fires, or chemicals on skin or in eyes.
5. Know the location of the first aid kit, Nurse’s and Office phone number and how to respond in case of an emergency. Your teacher should administer any first aid that you require, but if the teacher goes down you need to help.

4. Heating and Fire Safety

1. Never heat liquids in a closed container.
2. Keep combustible materials away from free.
3. When heating test tubes, sure the mouth faces away from everyone.
4. Use oven mitts to pick up heated containers.
5. Never used a heat source such as a candle or burner without wearing goggles.
6. Never heat anything that you are not instructed to heat.
7. Keep work area clear of clutter.
8. Never reach across a flame.
9. Make sure you know how to light a bunsen burner. If you do not your teacher will show you.
10. Point test tubes or bottles that are being heated away from you and others. Chemicals can boil or splash out of the tube.
11. Never heat a closed container.

Never pick up a container without first checking to see if it is hot. If you can feel heat when you
hold the back of your hand near it, use heat gloves or tongs to pick it up.

6. **Sharp instruments**

1. Always cut material away from yourself and others
2. Handle sharp instruments with care.
3. Handle scalpels and razor blades with extreme care. Never cut material toward yourself
   or others. Cut away from you and others.
4. Be careful with sharp stuff. (See sharp object safety symbol)
5. Notify your teacher if you cut yourself.
6. Dress Code
1. Wear safety goggles when directed. Never wear contact lenses in the lab.

2. Wear a lab coat or apron when directed.

3. Tie back loose hair whenever chemicals or open flames are being used.

4. Do not wear loose, baggy clothing or loose jewelry (ID badge lanyards) when working with chemicals or open flames. Always wear shoes (no sandals, flip-flops, or exposed toes or feet.

7. General Safety
1. Never “horse around” in the lab. Be serious and alert.

2. Be ready to work when you enter the lab. Understand the procedures before you begin and any hazards associated with the lab.

3. Read all directions before the lab. If you are unsure of proper procedure, ask your teacher before proceeding.

4. Never perform activities that are not authorized by your teacher. Obtain permission BEFORE you do something that “you are not supposed to be doing.”

5. Never handle any equipment without permission from teacher.

6. Do not spill anything. If you do tell the teacher immediately so that you can clean it up according to proper procedure.

7. Never eat, taste, or drink anything. Do not apply cosmetics. Wash hands before and after each activity.

8. Know location and use of safety equipment in lab.

9. Notify teacher of any health issues you may have, such as asthma, allergies, etc…

10. Keep your area neat and free of clutter. No books, bags, unnecessary papers etc…
8. Using Chemicals Safely

1. Never mix chemicals for the “fun of it.” See unauthorized experiments (rule #8).
2. Never touch, taste, smell etc… any chemical unless instructed to do so.
3. Use only the chemicals need for an investigation. Keep all lids closed when a chemical is not in use. Notify teacher if spills occur.
4. Dispose of all chemicals as instructed by teacher. To avoid contamination do not return chemicals to their original containers.
5. Be careful when working with chemicals such as acids or bases. Always pour them over the sink rather than over your work area.
6. When diluting an acid always add small amounts of Acid to Water.
7. Rinse acids or bases off of skin immediately. Notify teacher immediately of spills.

9. Glassware Safety

1. Never force glass tubing into a rubber stopper. Your teacher will demonstrate the proper procedure to do this.
2. Never heat glassware that is not dry. Use wire gauze to protect glass from the flame.
3. Hot glass does not look hot. Don’t pick up any glassware that may have been heated without checking to see if it is hot first.
4. Never use broken or chipped glassware. If glass breaks, tell teacher immediately and dispose of glass in GLASS BOX.
5. Never eat or drink out of lab glassware.
10. Handling Living Organisms

1. No investigations that will cause pain, discomfort, or harm to mammals, birds, reptiles, fish, and amphibians should be done in the classroom or at home.

2. Treat all living things with care and respect. Do not touch any organism in the classroom or lab without permission. (see plant and animal symbols as well)

3. Animals should be handled only if necessary. If an animal is excited or frightened, pregnant, feeding, or with its young, special handling is required.

4. Your teacher will instruct you as to how to handle each species that may be brought into the classroom.

5. Treat all microorganisms as if they were harmful. Use antiseptic procedure, as directed by your teacher, when working with microbes. Dispose of microbes as your teacher directs.

6. Clean your hands thoroughly after handling animals or the cage containing them.

7. Wear gloves when handling small mammals. Report bites or stings to teacher immediately.

11. Clean up Rules

1. When done do the following: Clean up. Put away correctly. Turn off/unplug. Wash hands and never leave the lab until the teacher dismisses you.