

GCC CHEMISTRY DEPARTMENT LABORATORY SAFETY RULES



1. Come to the lab prepared
 - a. Read the assigned experiment before coming to lab
 - b. Wear appropriate clothing throughout the lab period; safety goggles, long pants, full closed toe shoes are required. A protective apron or long shirt is strongly recommended.
 - c. Contact lenses are not recommended but may be allowed at the discretion of the instructor.
 - d. Tie back long hair and avoid loose clothing that may hang over or drag across chemical or flames.
2. Calculators are the only electronic devices students may be used in the laboratory. No cell phones, pagers, laptops, tablets, etc.
3. Open your locker only after your instructor gives permission and then wait until your instructor indicates that you may begin the experiment. Students may work in the laboratory only under faculty supervisor and may perform on the experiments authorized by the instructor.
4. Report any relevant medical conditions, health issues, physical conditions or chemical sensitivities to our instructor at the beginning of the semester.
5. Note the locations of the eyewash, safety shower, fire blanket and the fire extinguisher. Do not use the fire extinguisher without the permission of the instructor. Wet towels and watch glasses are excellent tools to be used for extinguishing fires.
6. Do not taste anything in the laboratory. No food, drinks, gums are allowed in the laboratory. Do not eat or drink using the laboratory equipment.
7. Keep your hands away from your face and eyes. Wash your hands well before touching our face and before leaving the laboratory.
8. Beware of hot glass, crucibles and metal. These materials look the same whether they are hot or cold.
9. In case of a fire or accident, even if minor you will need to inform your instructor.
 - a. If you spill chemicals on yourself, wash with plenty of water and have your partner notify the instructor.
 - b. If you splash or spill chemicals in your eyes, immediately use the eyewash. Keep your eyes in the eyewash for a minimum of 20 minutes and have your partner notify the instructor.
 - c. If you spill chemicals on your clothing, immediately remove the contaminated clothing and wash with water. If you are unable to place the affected area under the sink, use the shower. Have your partner notify the instructor immediately.
 - d. If you cut yourself, wash with water and notify the instructor immediately.
10. The stockroom is for authorized persons only. Do not enter the stockroom unless escorted by an instructor.
11. If an accident- occurs in which the instructor is the victim, call the **Campus Police 1-818-240-1000 extension 4000**. If possible, notify the stockroom technician.
12. Dilute acid by pouring acid into water as you stir.
13. Smelling fumes should only be done at the direction of the instructor. If instructed, hold the container at a distance from your nose and waft a small amount towards your nose. Inhale gently and avoid breathing large amounts of fumes over long periods of time. Notify your instructor if you smell unusual scents.
14. Do not force rubber stoppers onto glass tubing or thermometers as it may break and cut you. Lubricate the glass rod or thermometer with glycerol or water and protect your hands with a towel or gloves when inserting tubing into stoppers.
15. Avoid wasting any materials including gas, water, chemicals or supplies.
16. Reagents and waste disposal
 - a. Use only reagents designed for the experiment.
 - b. If you obtain too much of a reagent, **NEVER** return it to the original container. You may share it with another student or dispose of it as indicated by your instructor.
 - c. Dispose of wat materials safely according to your instructor's directions. Some materials must be disposed in specially designated waste containers for everyone's safety and to protect our environment.
 - d. Never put solids in the sink. This includes but is not limited to gum, matches, paper towels, etc.
 - e. Reagent bottles should **NEVER** be taken to your desk. Make sure that they are always placed back where you found them.
 - f. Always pick up contains with your hand covering the label. When opening reagents, never place the cap/cover on the bench and always recap/recover when you have taken as much as you need.

I HAVE READ, UNDERSTAND AND WILL FOLLOW THE ABOVE INSTRUCTIONS

Print your Name & Date: _____

Signature _____