

## LABORATORY SAFETY RULES

### General Rules

- Know the location of laboratory exits.
- Know the location and use of the safety showers and eyewashes.
- Know the location and use of fire extinguishers.
- Know the location and use of spill kits, when available.
- Know the location of the nearest phone, which can be used in an emergency.
- Know the potential hazards of the materials, facilities, and equipment that you will work. If you are uncertain ask your instructor, your supervisor, or the Safety Department.
- Use the proper safety equipment for your procedure. This could include a fume hood, glove box, biosafety cabinet, shield, or other equipment.
- Do not wear contact lenses in laboratories where chemicals are used.
- Wear eye protection in the laboratory. Splash goggles may be required for wet chemical work or work with dusts and powders.
- Wear other personal protective gear where laboratory or experimental conditions dictate. This includes laboratory coats, gloves, and eye protection.
- **Wear proper laboratory attire** - clothes that protect the body against chemical spills, dropped objects, and other accidental contact. Therefore, bare midriffs, shorts, open shoes, sandals, flip flops, and high heels are prohibited.
- Confine long hair when in the laboratory. Remove or secure articles of clothing or jewelry that might become entangled in equipment.
- Do not eat, drink, smoke or apply cosmetics or lip balm in the laboratory. Do not store food or drink in the laboratory, or use laboratory equipment for eating or drinking.
- **Do not pipette by mouth.** Use only mechanical pipette devices.
- Wash hands frequently when handling chemicals and before leaving the laboratory. Beware of contamination of clothing or of doorknobs, computer key boards, telephones, etc. Remove any protective gear before leaving the laboratory; this includes gloves and laboratory coats.
- Follow written protocols or instructions. Perform only authorized experiments. Do not move or disturb equipment in use without consent of the user.
- Do not work alone in the laboratory, particularly after hours.
- Do not play in the laboratory.
- Follow good housekeeping practices -- clean up as you go, and keep work areas, aisles and exits uncluttered.

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- Do not deface labels on chemical containers. Make sure all container labels correctly identify their contents.
- Report all accidents and injuries immediately to your laboratory instructor or supervisor.
- Report unsafe conditions to your instructor, supervisor, or the Safety Department.

### **Additional Rules for Students**

- Read and follow the Safety Rules listed previously.
- Know who is in charge of your laboratory.
- Perform only authorized experiments, and be sure you understand the procedures involved before you begin. If anything unexpected, dangerous, threatening, or unmanageable happens, immediately call your instructor.
- Do not use unfamiliar equipment without instruction and permission.
- Behave and dress appropriately for conscientious work in a potentially hazardous place.
- Never play in the laboratory.
- Report all accidents and injuries, however small, to your instructor.

### **Additional Rules for Instructors and Supervisors**

- Take responsibility, in attitude and action, for the safety conditions of your laboratory.
- Observe all rules and see that they are enforced.
- Set an example by wearing protective equipment and by following proper laboratory procedures to promote safe work habits.
- Carefully review all laboratory experiments for possible safety problems before the experiments are assigned to students.
- Make both preventative and remedial safety measures part of your instruction. Be sure all students and laboratory workers are familiar with emergency procedures and equipment.
- Be alert for unsafe conditions. Inspect often and intelligently; take effective corrective action promptly.
- Assume responsibility for visitors and require that they follow the same rules as students and other laboratory workers.
- Keep a current file of publications on laboratory safety. Encourage its use. Review Safety Data Sheets (SDS) for materials used in laboratory protocols.

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### Rules for Custodial Workers

- You may sweep, mop, wash the floors and remove normal trash from any laboratory, including a radiation laboratory.
- Rooms, which have a Caution Sign and any of the nine different stickers on the door, may contain materials or equipment, which if used improperly, may cause harm.
- Do not touch any material, container, or waste container with a biohazard symbol or radiation symbol on it.
- You must not touch, disturb, move, or handle any containers of any chemicals or materials except those issued to you by your department. If you need chemicals or other laboratory materials moved in order to perform your duties, have the room supervisor arrange for this to be done, or contact your supervisor.
- If the contents of any containers (other than those issued to you) are spilled, **DO NOT TOUCH THEM OR ATTEMPT TO CLEAN THEM UP**. Tell your supervisor, who will then contact emergency personnel.
- Wear safety glasses if there are persons working in the laboratory.
- Do not eat, drink, smoke, or apply cosmetics in a laboratory.
- If you have any questions, contact the room supervisor first, your supervisor next, or finally, EHS.

### Rules for Maintenance Workers

- Before working in a laboratory, or on a chemical fume hood, inform the room supervisor what you will be doing, and when you will be working. The room supervisor's name should be posted on the main laboratory door.
- The room supervisor is responsible for assuring that your work area within the room is free from physical, chemical, and/or biological hazards. Your work area may include hoods, sinks, cabinets and benches, bench tops, floors, and/or equipment. You may be required to repair, move, remove, replace, paint, etc. as part of your duties.
- Do not handle or move chemicals in the laboratory. If you need chemicals moved in order to perform your duties, have the room supervisor arrange for this to be done.
- Generally, you should not move or handle equipment in the laboratory. If your work requires you to move, remove, or replace a piece of equipment, have the room supervisor assure you that the equipment is free of any physical, chemical and/or biological hazards.
- Do not eat, drink, smoke, or apply cosmetics in the laboratory.
- In situations where the hazard cannot be totally removed, specific work procedures will be developed in conjunction with the room supervisor, and EHS. If there is a

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chance your work may bring you in contact with chemical hazards (e.g. working on laboratory sinks, working in areas where there is a chance of chemical contamination) or when working in rooms where chemical experiments are taking place, have the room supervisor provide you with the necessary protective equipment, including gloves, goggles, etc.

- When working on a fume hood, ask the room supervisor if the hood was used for perchloric acid or radioactive materials. Contact EHS before performing maintenance on any part of a perchloric acid or radioactive materials fume hood system (including: hood, base, duct, fan, stack, etc.). Lubricate perchloric acid hood fans with fluorocarbon grease only.
- If you have any questions, contact the room supervisor first, your supervisor next, or finally EHS.

### **Emergency Notification**

**Dial 9-1-1 for severe incidents and injuries.**

Dial ext. 3-1-1-1 for minor laboratory incident or injury.

Severe incidents and injuries must be reported to NJIT Public Safety. Both telephone numbers 911 and (973) 596-3111 go directly to NJIT Public Safety when dialed from campus lines.