



### ACPHS Summer Enrichment Program – Laboratory Safety Rules and Agreement

- Safety is everyone's responsibility. It is your responsibility to follow the instructions provided here and any additional safety guidelines provided by your instructor.
- Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
- Know the locations and proper use of safety showers, emergency eyewash stations, fire alarms, fire extinguishers, emergency cutoff switches, first aid kit, and fume hoods. Know the location of the telephone and the emergency number (UHA Public Safety 9-244-3177 or 9-911). Be familiar with the emergency exit routes.
- Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.
- Notify your instructor immediately of any injury, spill, fire, or explosion. **ALL INJURIES AND ACCIDENTS, REGARDLESS OF SEVERITY MUST BE REPORTED.** Clean non-hazardous spills immediately to prevent trips, slips and falls. The instructor will manage the clean-up of all hazardous materials.
- Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
- Never work alone. No student may work in the laboratory without an instructor present.
- Casual visitors are not allowed in the labs. Only instructors, students in the scheduled lab session, and students with permission to conduct make up sessions are allowed in the labs.
- Follow all written and verbal instructions carefully. If you do not understand the instructions or procedure, ask the instructor. Perform only those experiments authorized by the instructor and in the manner described.
- Do not eat food, drink beverages, chew gum, or apply makeup in the laboratory. No food or drink is allowed in the lab, even if you are not consuming them.
- Observe good housekeeping practices. Work areas should be kept clean and tidy at all times.
- Dress properly. Pants or long skirts are required. Long hair must be tied back and dangling jewelry or loose, baggy clothing must be secured. Shoes must completely cover the foot. Shoes made of woven materials, high heels, sandals, and flip-flops are not allowed.
- Lab coats and gloves should be worn at all times in the laboratory. Goggle-type eye protection is required for all persons in a laboratory when chemicals are being used anywhere in the laboratory. Other eye protection should be worn as appropriate. Always wear the appropriate PPE as specified by your instructor.
- Keep hands away from face, mouth, eyes, and body when working in the lab.
- Never leave an experiment unattended.
- Read labels and equipment instructions carefully before use.
- Never taste any lab materials. Smell materials only if instructed to do so.
- Always know the hazards and physical and chemical properties of the chemicals you are using. Safety Data Sheets are available from your instructor for all chemicals used in the lab.
- Check the label on chemical bottle twice before removing any of the contents. Take only as much as you need.
- Never return unused chemicals to their original containers.
- Do not use chipped or broken glassware. Dispose of broken glassware including ceramics and used disposable glass pipettes and capillary tubing in broken glass containers. Never put broken glass or ceramic in the trash.
- Dispose of all waste in an appropriate manner. Regard all waste as having potential safety or environmental risk. Follow your instructor's directions for waste disposal.
- Wash your hands with soap and water before leaving the lab.
- Additional safety information is available at [Environmental Safety at ACPHS](#).