CHEMISTRY SAFETY RULES AND PROCEDURES

1. Perform the experiments as directed. Do not do anything that is not part of an approved experimental procedure. Follow all instructions given by your instructor.

2. Be properly prepared to do the experiment. Read the written procedures in advance and understand what you are going to do. Lack of familiarity wastes your time and is a major cause of injury. Know the hazards before you do the experiment.

3. Never work without supervision.

4. When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.

5. Wear appropriate protective equipment. **Appropriate eye protection must be worn at all times when a laboratory experiment is being performed in the room.**

6. Learn the locations and operation of emergency equipment. This includes eyewash, safety shower, fire extinguisher, sinks, and first aid supplies. Know what to do in case of an emergency. A wet towel is very efficient for smothering a small fire.

7. Act in a responsible manner at all times. No horseplay or disruptive behavior should occur in the lab or experimental area. Cellular phones should be turned off.

8. Wear shoes that cover the entire foot. No sandals! Clothing should not be loose and floppy, especially in the sleeves. No shorts, short skirts, or bare midriffs! Some fabrics are highly flammable and should not be worn. A lab coat or apron is recommended.

9. Tie back long hair to keep it away from flames and chemicals.

10. Only your lab manuals or handouts are permitted in the laboratory area.

11. Never taste a chemical! Check odors only if instructed to do so, by gently wafting some of the vapor towards your nose with your hand. Be sure your work area is adequately ventilated for your experiment - use a fume hood if warranted.

12. Turn off your Bunsen burner or other heat source whenever you are not using it. Never leave one on unattended!

13. Treat burns immediately by putting the burned area under cold water for at least 15 minutes. Cold water markedly reduces the subsequent pain and blisters.

14. Read the chemical labels very carefully. Read them three times: when you pick it up, just before you use it, and after you are finished. Many mistakes – some dangerous – result from mixing the wrong chemicals. MSDS's are available in the chemistry stockroom.

15. Smoking, eating, chewing, drinking, and the wearing of large hats in the lab is forbidden. Ball caps should be reversed. Do not apply makeup or contact lenses in the lab.

16. Report all accidents, injuries, and close calls to your instructor immediately.

17. Dispose of chemicals properly. Use appropriate containers furnished for waste chemicals. Never dispose of solid waste in the trash can unless instructed to do so.

18. Broken glass goes in special receptacles. Inform your instructor of any broken glass before cleaning up.

19. Never return unused reagents to the reagent bottle. Be careful to take only what you actually need. Do not contaminate the reagents.

20. Clean up all spills immediately. This includes water. Inform instructor of any spills that occur in the classroom.

21. List your allergies on the student information sheet. If the experiment deals with something to which you are allergic, consult with your instructor.

22. Treat all chemicals with the respect they deserve. Know the hazards before you handle the material.

23. Never take chemicals, supplies, or equipment out of the laboratory without the knowledge and consent of the instructor.

24. Wash off chemicals splashed or spilled on your skin or body with water immediately and for 15 minutes. Remove contaminated clothing immediately. Notify your instructor.

25. If a chemical splashed into your eyes, use the eye wash station in the front of the classroom and flush the eyes with running water for 15 minutes. Notify your instructor.

26. Clean your lab benches, put away all equipment and reagents, and wash your hands at the end of each work session.

27. Acid should ALWAYS be poured into water; otherwise too much heat will be generated and it will explode.