**Conduct**

* ◆ Do not engage in practical jokes or boisterous conduct in the laboratory.
* ◆ Never run in the laboratory.
* ◆ The use o personal audio or video equipment is prohibited in the laboratory.
* ◆ The performance of unauthorized experiments is strictly forbidden.
* ◆ Do not sit on laboratory benches.
* **General Work Procedure**
* ◆ Know emergency procedures.
* ◆ Never work in the laboratory without the supervision of a teacher.
* ◆ Always perform the experiments or work precisely as directed by the teacher.
* ◆ Immediately report any spills, accidents, or injuries to a teacher.
* ◆ Never leave experiments while in progress.
* ◆ Never attempt to catch a falling object.
* ◆ Be careful when handling hot glassware and apparatus in the laboratory. Hot glassware looks just like cold glassware.
* ◆ Never point the open end of a test tube containing substance at yourself or others.
* ◆ Never fill a pipette using mouth suction. Always use a pipetting device.
* ◆ Make sure no flammable solvents are in the surrounding area when lighting a flame.
* ◆ Do not leave lit Bunsen burners unattended.
* ◆ Turn off all heating apparatus, gas valves, and water faucets when not in use.
* ◆ Do not remove any equipment or chemicals from the laboratory.
* ◆ Coats, bags, and other personal items must be stored in designated areas, not on the bench tops or in the aisle ways.
* ◆ Notify your teacher of any sensitivities that you may have to particular chemicals if known. ◆  Keep the floor clear of all objects (e.g., ice, small objects, spilled liquids).
* **Housekeeping**

◆ Keep work area neat and free of any unnecessary objects.

 ◆ Thoroughly clean your laboratory work space at the end of the laboratory session.

◆ Do not block the sink drains with debris.

◆ Never block access to exits or emergency equipment.

◆ Inspect all equipment for damage (cracks, defects, etc.) prior to use; do not use damaged equipment.

◆ Never pour chemical waste into the sink drains or wastebaskets.

◆ Place chemical waste in appropriately labeled waste containers.

◆ Properly dispose of broken glassware and other sharp objects (e.g. syringe needles) immediately in designated containers.

◆ Properly dispose of weigh boats, gloves, filter paper, and paper towels in the laboratory.

**Apparel in the Laboratory** 

◆ Always wear appropriate eye protection (i.e., chemical splash goggles) in the laboratory.

◆ Wear disposable gloves, as provided in the laboratory,when handling Hazardous materials. Remove the gloves before exiting the laboratory.

◆ Wear a full-length, long-sleeved laboratory coat or chemical-resistant apron.

◆ Wear shoes that adequately cover the whole foot; low-heeled shoes with non-slip soles are preferable. Do not wear sandals, open-toed shoes, open- backed shoes, or high-heeled shoes in the laboratory.

◆ Avoid wearing shirts exposing the torso, shorts, or short skirts; long pants that completely cover the legs are preferable.

 ◆ Secure long hair and loose clothing (especially loose long sleeves, neck ties, or scarves).

◆ Remove jewelry (especially dangling jewelry).

◆ Synthetic finger nails are not recommended in the laboratory; they are made of extremely flammable polymers which can burn to completion and are not easily extinguished. 

**Hygiene Practices** 

◆ Keep your hands away from your face, eyes, mouth, and body while using chemicals.

◆ Food and drink, open or closed, should never be brought into the laboratory or chemical storage area.

◆ Never use laboratory glassware for eating or drinking purposes.

◆ Do not apply cosmetics while in the laboratory or storage area.

◆ Wash hands after removing gloves, and before leaving the laboratory.

◆ Remove any protective equipment (i.e. gloves, lab coat or apron, chemical splash goggles) before leaving the laboratory. 

**Chemical Handling** 

◆ Check the label to verify it is the correct substance before using it.

◆ Wear appropriate chemical resistant gloves before handling chemicals.

◆ Gloves are not universally protective against all chemicals.

◆ If you transfer chemicals from their original containers, label chemical containers as to the contents, concentration, hazard, date, and your initials.  

**Emergency Procedure** 

◆ Know the location of all the exits in the laboratory and building.

◆ Know the location of the emergency phone.

◆ Know the location of and know how to operate the following:

* + - * −  Fire extinguishers
      * −  Alarm systems with pull stations
      * −  Fire blankets
      * −  Eye washes
      * −  First-aid kits
* Deluge safety showers

 ◆ In case of an emergency or accident, follow the established emergency plan as explained by the teacher and evacuate the building via the nearest

exit.

   Source: http://www.cdc.gov/niosh/docs/2007-107/pdfs/2007-107.pdf