

CHEMISTRY DEPARTMENT SAFETY RULES

updated 9-27-2021

No set of rules can possibly cover every situation that might occur in a laboratory. Everyone working in a lab must be aware that it is a potentially hazardous area and they should think carefully about safety precautions at all times. This set of rules comprises the minimum safety standards that always apply. Additional safety measures must be considered and possibly implemented, based on the tasks being undertaken.

1. Laboratory work in 100- and 200-level labs is not allowed outside of your assigned time period, unless approved by your instructor. A faculty member or a lab assistant must be present when laboratory work is performed in 100- and 200-level labs. Work in advanced labs and independent study is allowed with the consent of your instructor, and can be done only with another person present in the immediate lab or in an adjacent lab.
2. Eye protection must be worn in the stockroom or any lab where work with chemicals is occurring. Chemical splash goggles must be worn by students and laboratory teaching assistants in 100- and 200-level lab courses. Students in 300-level lab courses may wear appropriate safety glasses; when conditions dictate, more eye protection may be necessary. **Contact lenses and normal prescription spectacles do not qualify as safety glasses;** they must be worn in conjunction with protective eyewear. Instructors will enforce the rules concerning protective eyewear and may dismiss students for non-compliance. Borrowing goggles is discouraged for health reasons. Students must own their own goggles.
3. Appropriate clothing must be worn in the laboratory. Clothing must cover the body from shoulders to knees; therefore, short shorts, short skirts, and tank tops are not allowed. Knee-length shorts and short sleeved shirts are allowed, but long pants and long sleeved shirts are preferred. Footwear must cover the top and back of the foot. Footwear that exposes the top of the foot, or that has cut-outs or other openings, is not allowed. Bare feet are not allowed in laboratories. Confine long hair. Students who are not wearing lab appropriate clothing will be required to change into such clothing before access to the lab will be permitted.
4. Eating or drinking in lab is prohibited.
5. Do not taste or smell any substance. Avoid inhaling vapors of any kind. Use the fume hoods for experiments that involve hazardous or foul-smelling vapors.
6. Learn the location and the proper use of safety showers, eye washes, fire extinguishers, and fire blankets. Locate the exit doors.
7. Keep chemical containers closed except when withdrawing contents.
8. Do not use flame heating devices in an area where volatile flammable solvents are used.
9. Do not pour any waste into laboratory drains unless instructed to do so by your instructor. Use the provided waste containers. If you are unsure how to dispose of any wastes, ask your instructor.
10. Horseplay, rough-housing, and practical jokes are prohibited in labs.

IN CASE OF FIRE:

11. If your clothing catches fire, stop, drop, and roll; call for help; walk slowly to the safety shower and pull the cord, or walk slowly to the fire blanket and wrap it around yourself (or someone may bring it to you).
12. If anything on your bench top catches fire, call for help and use the nearest fire extinguisher, if the fire seems easily contained. Do not attempt to put out the fire with water. If the fire seems large or is rapidly growing, evacuate and pull the fire alarm.

IN CASE OF A CHEMICAL SPILL:

13. If the spill is on your person, go to a sink or safety shower and rinse thoroughly with water. Quickly remove any clothing that may be soaked with the chemical.
14. If the spill is on a bench or the floor, clean it up immediately, unless it is a large spill or a very hazardous material. Ask a lab assistant, faculty member, or someone designated by stockroom staff to clean the more hazardous spills. Do not continue to work in the vicinity of a chemical spill. In such cases, the Hazardous Materials Program Manager should be notified.

IN CASE OF INJURY:

15. If an injury breaks the skin, inform the lab instructor or lab assistant immediately. Wash the cut with soap and cold water and cover with a sterile bandage.
16. If chemicals get in the eye, go directly to the eyewash and flush with water for 15 minutes.
17. If ingestion or inhalation of chemicals occurs, inform the lab instructor immediately.
18. In case of minor burns, hold the burned area in a stream of cold water until pain subsides.
19. Injured students may be escorted by Carleton personnel to Student Health and Counseling (SHAC) Davis Hall, Ground floor for further assessment or treatment. For more serious accidents, the instructor will call 911 or x4444, the Carleton College Security Services, for advice and help.
20. All incidents must be recorded within 24 hours, via a Student Injury/Illness Report Form, available on the Carleton Environmental Health and Safety website (<https://www.carleton.edu/environmental-health-safety/forms/>).

I have read, understand, and will abide by these safety rules:

Printed name: _____, Signature: _____, Date: _____