



Laboratory Assistants Safety Guidelines—Department of Chemistry

General Information:

1. Know the location of all safety equipment in the lab – eyewashes, showers, drench hoses, spill kits, glass disposal boxes, and fire extinguishers.
2. Know how to activate the emergency eyewashes and showers.
3. Know the location of the nearest phone in case of emergency.
4. Always wear your safety goggles – you are setting the example for the lab students and you only have one set of eyes. All chemistry laboratories require the use of safety glasses at all times.
5. Make sure the lab students are appropriately dressed for lab –
 - a. Absolutely no sandals – feet must be covered. Send the student back to the house to get appropriate footwear.
 - b. No bare shoulders or midriffs – students must have their shoulders and midriff covered.
 - c. Pants should be ankle length.
6. Clean balances and turn off at the end of each lab period.
7. Melting point instruments in the organic laboratory must be turned off. This is vital.
8. Turn hood lights off and put hood sashes down.
9. Report any fume hood monitor alarms sounding within the acceptable work area (the 18” area from the lab top to the label on the hood).
10. All reagent bottles must be stoppered or a lid should be tightly in place.

Minor Incidents: Always inform the professor of any of the below situations:

1. Cuts - flush the cut with running water. Bandages are available in the Chemistry Stockroom – see the Laboratory Manager for assistance.
2. Burns – soak burn, if possible, in cool water for 5 minutes. If the burn requires further treatment, student should go to the Wellness and Counseling center.

Fire Emergency in Lab:

1. If in the hood and it is safe, pull sash all the way down.
2. Evacuate the lab.
3. Notify the professor if not in the lab.
4. If professor determines fire is not contained, pull alarm and call 9-1-1 and Campus Safety 610409-3333 or ext. 3333.

Building Emergency Alarm Sounds:

1. Instruct students to turn off all electrical equipment.
2. Evacuate the lab and exit the building via the nearest stairwell.
3. Go to the designated assembly area – grassy area in front of Brodbeck, Curtis, and Wilkinson Halls and near Wismer. Rain location is Wismer lower lounge.

Chemicals Spilled on Student:

1. If in the eyes, student should go immediately to the sink and use the sink drench hoses or the eyewash. Flushing should continue for 15 minutes.
2. If on the body, place student under the shower and pull the lever. Flush for at least 5 minutes.
3. Designate another student to get help from any professor or Laboratory Manager.
4. Student will be taken to the shower on the second floor for further flushing.

Mercury Thermometer Breakage/Spills:

1. Close off the area of the spill – do not let students walk in the area of the spill.
2. Obtain a mercury spill clean-up kit from the stockroom.
3. Receive instructions from your professor to properly clean up the spill.
 - a. Wear safety goggles and gloves.



Laboratory Assistants Safety Guidelines—Department of Chemistry

- b. Broken thermometer glass not containing mercury may be placed in the broken glass boxes located in the lab.
- c. Broken thermometers containing mercury should be placed in a container and taken to the stockroom for proper disposal.
- d. Sprinkle the special absorbent from the outside of the spill into the center.
- e. Use the scoop and brush in the kit to sweep up the spilled material.
- f. Placed spilled material into the waste container in the kit.
- g. Return kit to the stockroom.

Small Chemical Spills: NOTIFY THE PROFESSOR.

1. Determine if the chemical is an acid or base.
2. Always wear appropriate PPE (PERSONAL PROTECTION EQUIPMENT) including safety glasses and gloves.
3. For acids, neutralize with sodium bicarbonate available in the stockroom.
4. For bases, use absorbent located with the spill kits in the lab.
5. After neutralization, use a dustpan and brush to clean up. Place in the red trashcan in the lab for disposal.

Larger Spills: NOTIFY THE PROFESSOR.

1. Block off the area of the spill.
2. Evacuate the lab if deemed necessary.
3. Notify your professor immediately by sending a lab student.

Chemical Waste:

1. No chemicals should be dumped down the drain, unless explicitly instructed to do so by the professor.
2. Make sure that the lids to the waste bottles in the waste fume hood on the bottle before you leave the lab. It is against EPA regulations to have a waste bottle vented to the air. No funnels should be left in waste bottles overnight!

I have been shown the locations of safety equipment in the laboratory, have read and understand the safety instructions described in this document, and agree to adhere to these instructions. Further, I understand that my sole responsibility in this position is to the students who are in my laboratory.

Signed: _____ **Date:** _____

Printed Name: _____