

Linfield College  
Department of Chemistry  
Laboratory Safety Student Rules Agreement<sup>1</sup>

These rules constitute the minimum safety standards required for working in a chemistry laboratory. Any additional instructions given by an instructor should also be followed. Failure to follow these guidelines and/or additional instructions will result in removal from the chemistry laboratory.

Be prepared and work in the laboratory only as authorized by your instructor

- 1) 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.
- 2) Perform the experiments as directed. Do not do anything which is not part of an approved experimental procedure. Follow all instructions given by your teacher or adult supervisor.
- 3) Never work alone or without instructor's approval.

Dress appropriately

- 4) Wear appropriate protective equipment. ANSI approved eye protection should be worn at all times. This will usually mean chemical splash goggles. In addition, a lab coat or apron, gloves, and/or faces shields should be used as appropriate.
- 5) Wear shoes which cover the entire foot. No sandals, open heeled shoes, or high heels should be worn. Ideally, shoes should be constructed of leather or some other material impervious to solvents. Clothing should not be loose and floppy, especially in the sleeves. Some new fabrics are highly flammable and should not be worn. Legs should be covered entirely. The stomach and shoulders need to be covered. Ideally, the arms should be completely covered.
- 6) Tie back long hair to keep it away from flames and chemicals.

Know what to do in an emergency

- 7) Learn the locations and operation of emergency equipment. This includes eyewash, safety shower, fire extinguisher, fire blanket, sinks, and first aid supplies. Know what to do in case of emergency.
- 8) Report all accidents, injuries, and close calls to your teacher/adult supervisor immediately.
- 9) 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

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<sup>1</sup> Adapted from the Laboratory Safety Institute, "Science Safety Rules and Procedures Agreement"  
[www.labsafety.org](http://www.labsafety.org)

Assume all chemicals are hazardous and handle with caution.

- 10) Treat all chemicals with the respect they deserve. Know the hazards before you handle the material.
- 11) Read the chemical labels very carefully. Read them 3 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. Review MSDSs if they are available.
- 12) 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.
- 13) Never return unused reagents to the reagent bottle. Be careful to take only what you actually need. Do not contaminate the reagents.
- 14) Dispose of chemicals properly. Containers should be available for waste chemicals. Broken glass goes in special receptacles.
- 15) Wash off chemicals splashed or spilled on your skin or body immediately and for 15 minutes. Remove contaminated clothing immediately. Notify your teacher or adult supervisor.

Follow general safety practices and good housekeeping

- 16) Act in a responsible manner at all times. No horseplay or fooling around should occur in the lab or experimental area.
- 17) Smoking, eating, or drinking in the lab or experimental work area are forbidden.
- 18) Clean up all spills immediately. This includes water.
- 19) Turn off your Bunsen burner or other heat source (including hot plate) whenever you are not using it. Never let it operate unattended.
- 20) Clean your lab bench, put away all equipment and reagents, and wash your hands at the end of each work session.
- 21) Never take chemicals, supplies, or equipment out of the laboratory without the knowledge and consent of your instructor.
- 22) Avoid tripping hazards by not storing items on the floor.