

YSU Chemistry Department

Safety First

Lab Safety

If at anytime you feel unsafe because of conditions or the inappropriate actions of someone else leave the area and consult with your supervisor. You have the right to safe working conditions and if you feel someone is asking you to do something that might cause harm to you or others get help immediately.

Keep all labs clean and in proper working order, a clean well ordered lab is a safer place to work. Know what you are doing and what you are working with, when unsure ask someone. Be prepared for work and be on the lookout for unsafe conditions. If you have any questions talk to your supervisor.

The following are general guidelines for all laboratory workers:

- ◆ There is to be **NO** eating, drinking or smoking in the labs. (includes gum & tobacco)
- ◆ Follow all instructions carefully.
- ◆ Become thoroughly acquainted with the location and use of safety facilities such as safety showers, first aid kits, exits and eyewash fountains.
- ◆ Become familiar with the hazards of the chemicals being used. Know the safety precautions and emergency procedures before undertaking any work. Read the MSDS.
- ◆ Become familiar with the non-chemical hazards involved before beginning an operation.

Personal Protective Equipment (PPE) - to be worn in labs when handling hazardous materials.

- ◆ Lab Coats
- ◆ Safety Glasses
- ◆ Gloves – While wearing gloves it is important that you **not** wear them outside of your lab nor should you touch any doorknobs or common surfaces. There are different types of gloves for certain procedures. Be sure to use the appropriate gloves.
- ◆ Proper clothing and shoes are required in the labs. Long hair should be confined when dealing with fire and chemicals.

Lab Safety Equipment - Learn the locations of the following upon entering the lab. This should be your first priority.

- ◆ First Aid Kits
- ◆ Eyewash and Shower
- ◆ Fire Blanket
- ◆ Spill Kits are provided for all chemical spills. The Standard Operating Procedure for Spill Response is located in the kits.
- ◆ If you have any problems finding the locations of these items or are unfamiliar with their use, go to the Procurement/Safety Office (Room 5053) for assistance.

Material Safety Data Sheets (MSDS)

- ◆ MSDS provide useful information for the safe handling of chemicals. They describe hazardous characteristics of chemicals or mixtures.
- ◆ MSDS are provided in all labs in the Chemistry Department. Look for the Yellow MSDS Box.
- ◆ The MSDS Master File is available in the Procurement/Safety Office (Room 5053).

Labeling and Waste

- ◆ Proper labeling is required on chemical bottles and chemical waste. Products without labels are considered a safety hazard to you and all of those around you.
- ◆ Completed Chemical Waste Forms must accompany each bottle of waste. The forms are available in the Procurement/Safety Office (Room 5053). Promptly dispose of waste.
- ◆ Glass Waste must be disposed of in appropriate containers. Do not throw glass waste in regular trash receptacles.

Chemical Storage and Hoods

- ◆ Chemicals must be stored in their proper place, i.e. Flammables in the flammable cabinet, corrosives in corrosives cabinet, etc.
- ◆ DO NOT place bottles on the floor.
- ◆ Keep Hoods clean and make sure they are in proper working order.
- ◆ DO NOT store chemicals in hoods or use hoods which have been Red Tagged.
- ◆ Hoods should not be used for permanent chemical storage, when a chemical is no longer needed return it to the proper storage area.