

University of Wisconsin - La Crosse College of Science and Allied Health Laboratory Safety Procedures

The University of Wisconsin System Administration's Vice President, Paul Brown distributed a 2/9/95 memo to all UW-System Vice Chancellors expressing UWSA's Safety and Health Policy. It states the following:

The University of Wisconsin System will provide and maintain adequate facilities for a safe and healthy learning environment. It is the University's responsibility to work with faculty and staff so that they are equipped to educate their students on practices and procedures that ensure safety for all members of the University. Employees with instructional responsibilities are expected to comply with state and federal safety laws and regulations in their institutional areas. Certain courses and research projects require that the student work with hazardous materials while engaging in academic studies. Instructors of these courses and research projects shall inform and train students on procedures that will maintain the students' personal health and safety and provide them with information on the hazards of specific chemicals that will be used during their course of study. Furthermore, instructors will enforce and follow safety policies. Prior to use of hazardous materials and equipment, the student shall review the procedures and information, and discuss any associated concerns with the instructor.

Faculty and Staff Responsibilities:

- The general safety and laboratory rules and regulations must be orally presented to students and student employees on the first day of lab or employment. The signature form must be signed and returned prior to work in the laboratory. The instructor/supervisor must retain the signed sheets for one year.
- Emergency procedures should be discussed, to include the following:
 - a. locations of eyewash, safety shower, fire blanket, fire extinguishers, and other emergency equipment;
 - b. instructions on how to help an injured person; and
 - c. campus laboratory emergency notification procedures.
- Distribute and discuss written safety information about chemical and physical hazards involved in all experiments.
- Submit a General Incident Report Form for all student injuries and accidents. The form is available at <http://perth.uwlax.edu/ehs/risk/forms.html>.

Student/Student Employee Responsibilities:

THESE RULES MUST BE FOLLOWED BY ALL STUDENTS AND STUDENT EMPLOYEES AT ALL TIMES WHEN IN THE LABORATORY. STUDENTS WHO VIOLATE THESE SAFETY RULES WILL BE SUBJECT TO DISMISSAL FROM THE LABORATORY.

- Never work in the laboratory alone. Conduct laboratory work only while under the supervision of a faculty or staff member.
- Follow the proper laboratory instructions. Do not perform any unauthorized experiments. Never do extra experiments without consulting your instructor.
- Friends or other persons not enrolled in the laboratory course may not visit with you in the laboratory room.
- If you are required to wear a plaster cast or heavy bandages check with your instructor prior to working in the lab.

- Confine long hair, jewelry, neckties, and/or loose clothing while working in the laboratory.
- Open-toe sandals are not allowed while working in the laboratory.
- You are advised to wear clothing (preferably not shorts) that covers your legs for your personal protection.
- You are required to learn the location of the safety shower, eyewash, first aid kit, spill kit, fire blanket, and the location and correct use of a fire extinguisher.
- Know the locations of the nearest exits in case of an emergency.
- Chemical safety goggles or other appropriate protective eyewear designated by your instructor or supervisor should be worn at all times while in the laboratory. Contact lenses may be worn but chemical safety goggles **must** be worn over them. The lab instructor should be made aware if you are wearing contact lenses since they must be removed immediately in case of a chemical splash in the eye.
- Coats, bags, and other personal items should be stored in an area designated by your instructor or supervisor; not on the benchtops or in the aisles.
- Eating, chewing gum, drinking, application of cosmetics, and smoking are prohibited in the laboratory. Food and beverages shall not be brought into or stored in a laboratory.
- Horseplay of any kind is strictly forbidden.
- Because hazardous chemicals may be used, acceptable procedures must be followed. Be aware the hazards to you and those around you. Use the fume hood for volatile solvents and acids. If you have any questions about proper handling of a chemical --- ask! Read Material Safety Data Sheets and labels of all containers to acquaint yourself with potentially hazardous substances.
- The MSDS (Material Safety Data Sheet) is available for any chemical you use. See your laboratory instructor for information on how to obtain these.
- Wear appropriate personal protective equipment (PPE) when recommended or required by your instructor or supervisor. PPE includes protective eyewear, face-shields, gloves, aprons, boots, and other assorted equipment. (For instance, wear protective aprons when using strong acids and bases, especially when acid-washing glassware).
- The bench tops must be kept as free from unnecessary apparatus as possible.
- Never mouth-pipette anything. Always use a pipetting apparatus to aid in this task.
- While heating any vessel, never point it at yourself or your neighbors.
- Never heat a closed vessel or apparatus.
- If it is necessary to smell the gaseous products from a chemical reaction, do so by wafting some of the vapors toward your nose with your hand. Do not put your nose directly over the container and inhale.
- Many chemicals have toxic vapors. A good rule to follow is - if it isn't air, don't breathe it. Use the chemical exhaust (fume) ventilation hood when working with toxic or volatile hazardous chemicals and whenever required by your instructor or supervisor.
- No chemical should ever be tasted.

- Never look down into a test tube or flask in which an experiment is being conducted.
- Use a tube inserter when inserting glass tubing in a stopper.
- Never force the glass by placing your hand over the end of the tubing.
- All accidents involving personal injury, no matter how small, must be reported immediately to the laboratory instructor or your supervisor.
- Chemical spills on the skin should be rinsed immediately with cold water.
- Spilled chemicals should only be cleaned up by or under the direct supervision of your instructor or supervisor. Immediately notify your instructor or supervisor of every hazardous chemical spill.
- Laboratory waste and residues are to be disposed of in an advised and approved manner. In all cases where you are uncertain as to the consequences of a specific procedure for waste disposal, consult with your instructor or supervisor for proper disposal procedures.
- Label all chemical storage containers with chemical name, concentration when applicable, manufacturer name and hazard warning (flammable, corrosive, poison, etc).
- Dispose of broken glassware in the proper waste container. Report breakage of glassware to the instructor so that it can be replaced.
- Clean your glassware at the end of each lab period.
- Clean lab surfaces at the beginning and end of each lab period.
- Wash your hands after each laboratory before you exit the laboratory.
- Complete all safety training assignments provided by your laboratory instructor or supervisor.

I have received, read and fully understand all three pages of this document and my conduct in the laboratory will be in compliance with these practices, policies and law.

Student signature

Student name (please print)

Date

Name of Instructor
(Please print)

Lab Course (when applicable)