

DEPARTMENTAL POLICY ON SAFETY

College of Charleston - Department of Chemistry and Biochemistry - Laboratory Safety Rules

No one (volunteer or paid, faculty, student or staff) will be allowed in a laboratory with the intent to conduct chemical work or where chemical work may be in progress unless these regulations are followed. For the purposes of this policy chemical work can be defined as the use or handling of chemicals or apparatus for all aspects of experimentation (set up, pouring, mixing, stirring, reacting, monitoring, cleaning up, inventory, etc.). If you are dismissed from a lab due to violations of the safety procedures you will not be allowed to re-enter the laboratory until authorized to do so by your supervisor (instructor) and, in the case of research laboratories, by the department chair or designee. Any course work missed because of a violation of these policies cannot be made up at another time (or by an extension of the lab period) and will be treated as an unexcused absence.

1. The Chemistry Department dress code for laboratory work is as follows:
 - a) Wear safety glasses or goggles at all times
 - b) Closed toe shoes, heel and top of foot must be covered (no high heels)
 - c) No exposed skin on arms, legs or torso.
 - d) Wear lab coats.
 - e) Gloves or other protective equipment as directed by the instructor or mandated by prudent practices based on chemicals being handled. If in doubt, wear gloves.
 - f) Tie back long hair.
 - g) Remove gloves before leaving lab.
 - h) Remove lab coats before entering eating or drinking areas.
 - i) Wash your hands, even if gloves were used, before leaving a lab where you did any lab work.
2. Know the physical and chemical hazards associated with the materials that are being utilized in the lab.
3. Before leaving a lab, make sure it is clean and organized.
 - a) The entire lab (including glassware) should be cleaner when you leave than when you entered.
 - b) The entire lab must be organized, stocked and ready for the next use before you leave it.
 - c) If you walk into a lab that is messy, disorganized or has chemicals improperly labeled or stored, inform your instructor and notify the stockroom (953-7811) or main office (953-5587).
4. Never perform any hazardous work when alone in the laboratory. An instructor must supervise undergraduate students when performing hazardous work.
 - a) In the case of 100 and 200 level teaching labs no student is allowed to enter the lab unless the instructor is present.
 - b) In the case of 300 and higher teaching labs, no student is allowed to enter the lab alone. Students can only perform experiments with the explicit permission of the instructor.
 - c) In the special case of a research lab environment, there **MUST** be at least one other chemist (faculty, student or staff) in the lab at all times **AND** there must be a faculty supervisor in the building who has actively declared willingness and ability to assume responsibility and provide support or guidance as needed.
5. Never perform unauthorized lab work including preparations for experiments, conducting or monitoring experiments, or cleaning up after an experiment.
6. Never engage in horseplay, pranks or other acts of mischief in chemical work areas.
7. Never remove chemicals or laboratory equipment from a lab without proper authorization.
 - a) Do not take or borrow, without authorization, from one lab to serve the needs of another.
 - b) Immediately report the authorized relocation of all equipment and chemicals to the stockroom.
8. Know the location of emergency equipment in the lab - fire alarm, fire extinguisher, emergency eyewash and safety shower.
9. Know the appropriate emergency response procedures. If there is an injury, call 953-5611.
10. Use equipment and hazardous chemicals only for their intended purposes.
11. Use a hood whenever there is a possibility of poisonous or irritating fumes being emitted from the chemicals being utilized. Assume that all chemicals used in research are bad for you and the environment, unless proven otherwise.
12. Never leave an experiment unattended while it is being heated over an open flame or is rapidly reacting. For water cooled reactions left overnight, the water connections must be held in place with wire or another suitable means to prevent flooding.

