

Laboratory Safety Guidelines

A major consideration in both personal safety and equipment safety is your attitude and attention. Be alert for possible hazards, and pay attention to the specific laboratory task at hand. Most accidents are preventable and by following these guidelines you will be better prepared to protect yourself, your laboratory partners, and the equipment.

Students may not operate any laboratory machinery or systems before or after the scheduled laboratory period unless an instructor is present or the student has an approved authorization to use the laboratory equipment.

1. Coming to the laboratory:

- (a) Do not wear any loose or baggy clothing, unbuttoned coats or unbuttoned sweaters. Wear sensible clothing to the laboratory that provides some protection for the majority of your body
- (b) Do not wear loose neckties, scarves or necklaces.
- (c) Footwear that completely covers the foot is required.
- (d) Confine or tie hair that reaches the shoulders. Remember hair is very flammable and is easily caught in rotating machinery.

2. Before beginning any experiment:

- (a) Locate all laboratory exits.
- (b) Locate all safety equipment including fire extinguishers, fire blankets, eye wash facilities, first aid kits and the lab phone.
- (c) Read the lab manual for instructions on how to safely operate the equipment for the experiment before you come into the laboratory. If you are unsure about operating procedures, ask your instructor. Also determine how to shut down the equipment in case of an emergency.
- (d) Carefully inspect all laboratory equipment you will use for potential hazards.
- (e) Do not begin the experiment if you encounter any hazardous conditions during your inspection. Notify the instructor immediately in the event of any hazardous conditions.

3. While using any laboratory equipment:

- (a) Keep alert for any developing safety hazards as exhibited by unusual noise, unusual vibration, unusual high or low temperature areas on the equipment, unusual data trends, smoke, flamed, and non-assigned personnel entering the area.
- (b) Shut down the equipment if any hazard develops. If you think a hazard is developing, notify your instructor or lab technician

- (c) Do only the project assigned and in the manner prescribed. When you have completed your laboratory work, shut down the equipment, **clean up your work area**, and **leave it in a safe condition** for the next users.
- (d) If the building fire alarm sound, shut down only that equipment you have started and leave the building as soon as possible.

4. In the event of a fire, follow these instructions:

- (a) If the fire is minor and you are not endangering your personal safety, shut down the equipment and notify your instructor and/or lab technician. Use the nearest fire extinguisher to extinguish the fire.
- (b) If the fire continues to grow or threatens flammable liquids or bottled gas, leave the laboratory and close the door. Sound the building fire alarm. Report the exact location of the fire to the CALPOLY POMONA SECURITY. The **EMERGENCY TELEPHONE NUMBER for CAMPUS SECURITY IS 911**.

5. Use of safety glasses:

Safety glasses may be required to be worn by students. Refer to your specific laboratory safety guidelines for more detail.

6. In the event of an injury

Contact emergency personnel by calling 911. Immediately notify the lab instructor and/or lab technician.

7. In case of an earthquake

Refer to the attached document for guidelines on earthquake response.

8. Other laboratory safety considerations:

- (a) Never operate any equipment unless at least two people are present.
- (c) Never operate any equipment without your instructor's prior knowledge.
- (d) Keep in mind that you are responsible for your personal safety, the safety of other people, and the safety of the equipment.
- (e) Notify your instructor in the event of any accident and/or injury, no matter how trivial it may seem.
- (f) Do not smoke, drink, or eat anything while in the laboratory.
- (g) Do not sit or stand on laboratory workbenches at any time.
- (h) Horseplay and practical jokes in the laboratory are dangerous and are absolutely prohibited.

Additional lab safety guidelines may be required for specific laboratories. These can be found on the Department website and must be followed in addition to those presented here.