

# Chemistry Laboratory Safety Guidelines

## Universal Chemistry Laboratory Agreement for Georgia State University

1. Be familiar with and follow these **Chemistry Laboratory Safety Guidelines**.
2. Prepare before you come to lab. Read your laboratory manual or other assigned readings and instructions carefully before lab. Pay close attention to any safety concerns.
3. Listen carefully to instructions given before, during and after the lab.
4. Come to the laboratory prepared to perform laboratory experiments or activities. Obtain and bring all personal protective equipment required by the instructor or by laboratory guidelines. This may include gloves, goggles, laboratory coats, aprons, etc. You are responsible for inspecting your personal safety equipment for leaks, tears or damage, and replacing it as necessary to avoid accident or personal injury.
5. Come to the laboratory dressed appropriately for all possible safety hazards. This includes the following:
  - a. Closed-toed shoes must be worn in all science laboratories. Open-toed shoes, shoes with holes or openings on the foot, sandals, flip flops, ballet slippers, flats which expose the top of the foot, high heels, and platform shoes shall not be worn to the science laboratory. Laboratory activities may expose you to hazardous chemicals, heated, or heavy items that may injure feet if spilled or dropped.
  - b. Avoid exposed skin in science laboratories. Shorts, skirts which expose the legs, pants with holes, exposed midriffs, and cleavage or plunging necklines are not appropriate for a chemistry laboratory. Long pants and long sleeves are recommended. Tights and panty hose are not adequate leg covering. Laboratory coats or aprons are strongly encouraged and are provided.
  - c. Do not wear loose fitted clothing, flowing sleeves, dangling scarves or jewelry, heavy coats, or jackets in the laboratory. Loose fitted clothing or dangling scarves or jewelry can get caught on equipment or get into flames or chemicals.
  - d. Pull back or otherwise secure long hair, headscarves, hijabs, and other loose clothing. As an option, personal protective devices, such as personal face veils and masks may be used.
  - e. Use appropriate personal protective equipment, such as goggles or gloves, when working with chemicals, small particles or projectiles, flames or sources of heat, or as directed by your instructor.
6. In case of a medical emergency, students should carry a wallet card with emergency contacts, and medical information including allergies, medical conditions, medications, physician's name and phone number, and health insurance information.
7. Do not eat, drink, smoke, chew gum, or apply cosmetics in any laboratory room where hazardous chemicals, radioactive materials, or biohazards are used or stored. Do not taste or put anything into the mouth in the laboratory.
8. Georgia State University prohibits student use of cell phones, pagers, or similar communication devices in classrooms and laboratory areas. Exceptions to this policy, due to special circumstances, shall be at the discretion of the Laboratory Coordinator or Instructor in the individual area.
9. Students are not permitted in the laboratory without the supervision of an instructor at any time. Please wait outside the room until your instructor arrives. Only students officially enrolled in the course may be present in the laboratory except for brief tours/visits with the Laboratory Coordinator or instructor present.
10. Students are not permitted in the laboratory preparation rooms or chemical storage areas at any time.
11. Students should be aware that science laboratories contain materials which, if handled improperly, may be hazardous. Material Safety Data Sheets (MSDS), which describe hazards associated with the chemicals used in the science laboratory, are available from the instructor, Laboratory Coordinator or at <https://chematix.gsu.edu/Chematix/>. Students are free to examine MSDS, but may not remove the physical copies the laboratory.
12. All body fluids are considered to be potential biological hazards. If a body fluid is present in lab due to injury, accident, or as part of an experiment, personal protective equipment such as gloves and goggles must be used when handling potentially hazardous biological material.
13. Students who have, or who develop, chronic medical issues such as (but not limited to) hypoglycemia, diabetes, epilepsy, heart ailments, any other medical condition which may cause sudden loss of consciousness, and students who are pregnant or nursing, should consult with their physicians or health care providers as soon as possible about potential risks associated with participation in a science laboratory. Such students assume all liability if they decide to remain in the laboratory portion of the class. A student who wishes to withdraw from a laboratory after consultation with his/her physician or health care provider should submit a letter from the physician or health care provider indicating that the student should not continue in the laboratory due to a health risk.
14. IMMEDIATELY notify your instructor for assistance if you are injured, or if any type of accident, chemical spill, or breakage occurs.
15. Familiarize yourself in advance of the location and proper use of safety equipment such as fire alarm, fire extinguisher, emergency eyewash, safety shower, and fire blanket.
16. Maintain a neat laboratory workspace with work area and aisles free of personal items.

17. Conduct only those experiments authorized by the syllabus or the instructor.
18. Never handle equipment, supplies, or chemicals until you have been given specific information on their use and safety considerations.
19. Guidelines for the use of equipment, supplies and chemicals including the following:
  - a. Observe and respect all safety signs on equipment.
  - b. Avoid direct contact with hazardous chemicals.
  - c. Use all equipment and hazardous chemicals only in accordance with their intended purpose.
  - d. If you open any container, re-cap it securely.
  - e. Use care when dealing with laboratory burners, hot plates and heating equipment. Turn such equipment off when not in use. Always handle such equipment as if it were hot, even when you do not see a flame or it appears to be off.
  - f. Keep laboratory equipment and breakable items away from edges of tables, benches, or counters.
  - g. Be alert for sharp or broken objects which may cause injury.
20. Students must follow all guidelines for disposal of materials including:
  - a. Do not attempt to clean up broken glass, a chemical spill, or breakage of a mercury thermometer by yourself. Notify your instructor IMMEDIATELY in the event of a breakage or a chemical spill.
  - b. Dispose of needles and other sharp objects in an approved sharps container.
  - c. Dispose of broken glass in a broken glass container.
  - d. Dispose of other hazardous materials as specified by your instructor.
  - e. Correctly discard any excess reagents. Do not return any excess reagent to the stock bottle.
  - f. Dispose of all chemical waste in the proper waste container as indicated by your instructor. NEVER pour any chemical down the sink without explicit permission from your instructor.
21. Do not distract or startle other people when they are handling hazardous materials. Any student who endangers another's safety or his/her own safety will be forbidden use of the laboratory.
22. Damage, destruction, or theft of Georgia State University property is prohibited and will be subject to punishment prescribed in accordance with the Georgia State University Student Handbook or other appropriate policies.
23. Before leaving the laboratory:
  - a. Clean up after yourself in all laboratory areas. Clean and return all materials to their proper location. Wash test tubes, beakers, and other glassware. Thoroughly wipe down your laboratory space before and after each exercise with cleaning liquids provided.
  - b. Turn off all gas nozzles and water faucets before leaving the laboratory. Turn off and unplug all hotplates and other electrical items before leaving the laboratory.
  - c. Disassemble your experimental set up and leave your laboratory station as you found it. For instance, remove any clamps, tape, string, etc. that you placed on the equipment.
  - d. Return items that you have used to their storage locations.
24. In laboratories with controlled ventilation systems, doors must remain closed.
25. It is the goal of Georgia State University to provide a safe and effective environment for students and employees to learn and to work. Generally, children under the age of sixteen (16) are not allowed in the College classroom(s). Due to the particular dangers in the University laboratories, under no circumstances, whatsoever, should children be allowed in the University laboratories. The policy shall not apply to students under the age of sixteen who are enrolled in a course or program, either for credit or non-credit, or recreation, or who are attending any event on campus which is open to the public.

All science laboratory students are required to comply with **Chemistry Laboratory Safety Guidelines** as specified in this document and any additional guidelines that may be listed in their course syllabi. Any student who does not comply with these **Chemistry Laboratory Safety Guidelines** will be subject to the following penalties:

Violation	Consequence
First Safety Violation	Warning
Second Safety Violation	Removal from laboratory class and assignment of a zero for that laboratory class period. Depending on the circumstance a \$150 damage fee may apply.
Third Safety Violation	Third violation constitutes willful disregard of laboratory rules. See GSU Policy on Disruptive Student Behavior in an Academic Setting. Disciplinary sanctions as deemed appropriate as specified in the Student Code of Conduct, which can include expulsion.

# Chemistry Laboratory Safety Guideline Agreement

## Universal Chemistry Laboratory Agreement for Georgia State University

Course		Semester and year
Instructor	Meeting Day/Time	Room number

I acknowledge and agree to all of the following:

- I have received a printed copy, or the address of an electronic copy, of the **Chemistry Laboratory Safety Guidelines**.
- I have read carefully and understand all of the **Chemistry Laboratory Safety Guidelines** provided to me.
- I understand that I am responsible for following the **Chemistry Laboratory Safety Guidelines** at all times.
- I understand that my safety and the safety of my classmates depend on my actions in the science laboratory.
- I understand that failure to follow these **Chemistry Laboratory Safety Guidelines** could result in a serious accident or injury.
- I understand that students who do not follow the **Chemistry Laboratory Safety Guidelines** may be asked to leave the laboratory and will receive no credit for the missed exercise or assignment. Multiple violations of the **Chemistry Laboratory Safety Guidelines** could result in disciplinary sanctions, which can include expulsion.
- I am aware that science laboratories contain materials which, if handled improperly, may be hazardous, particularly for students with chronic medical issues or students who are pregnant or nursing. I will consult my physician or health care provider about potential risks associated with the laboratory if I have a medical issue or concern. I understand that if I wish to withdraw from the laboratory after consultation with my physician or health care provider, I will need to submit a letter from the physician or health care provider within the first two weeks of class indicating that I should not continue in the laboratory due to a health risk. I understand that I assume all liability if I decide to remain in the laboratory portion of the course.

Student Name (printed): \_\_\_\_\_ Panther ID number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_