

Safety rules in the laboratory

General behaviour rules

1. It is not allowed to eat, drink or smoke in the laboratory. All actions that lead to skin contact with dangerous substances or to their inhalation must be avoided.
2. Everybody must wear adequate protective clothing during laboratory experiments (laboratory coat and safety goggles). The legs have to be fully covered (no shorts, etc.) Solid, closed and slip-free shoes must be worn in the lab at all times.
3. Safety goggles and safety gloves must be worn while working with dangerous (e.g. corrosive, harmful and toxic) substances. Inform yourself about suitable safety equipment when working with new substances.
4. The lab should be kept tidy and clean. The storage of non-essential materials, especially jackets, books and writing material, excepting the lab book, should be avoided.
5. Pregnant women are not allowed to work in the laboratory. Pregnancy must be notified to the supervisor.
6. Everybody must inform himself about the location and the usage of fire extinguishers, eye showers, fire blankets, first-aid kits and fire alarms.
7. The instructions given by lab supervisors must be strictly followed.

Handling and disposal of chemicals

8. Before starting to work, everybody must inform himself about the handling of the needed chemicals (safety data sheet).
9. Working with dangerous substances needs special caution.
10. Consider a substance as dangerous if you do not know it. In particular, working with substances which emit toxic, corrosive, irritant, carcinogenic, mutagenic or any other harmful gases, vapours or particulate material has to be done under a fume hood.
11. Flammable liquids must not be stored or handled too close to open flames or hot surfaces.
12. All containers and vessels containing chemicals must be accurately labelled.
13. Pipetting must be done with an appropriate pipettor.
14. Waste solvents, acids, bases, toxic and environmental harmful chemicals must be collected separately in special containers for further disposal.
15. Glass waste and other sharp or pointed waste must be instantly placed in specially marked waste containers.

Working with laboratory instruments

16. Working with instruments can start only after being trained use the specific instruments.
17. Using centrifuges is allowed only after special training by a lab supervisor. Different weights of vessels must be compensated. When using glass vessels, special centrifuge inserts must be imperatively used.
18. Handling of pressurized gas cylinders is allowed only after being trained by a lab supervisor.
19. Separation or connection of glass tubes must not be done with unprotected hands (wear adequate gloves!).

Everybody is obliged to act carefully and thoughtful in the laboratory and generally in all locations in order to reduce danger to people, objects and experiments to a minimum.