

## BASIC GUIDELINES FOR **HEALTH, SAFETY AND ENVIRONMENT** IN THE CHEMICAL ENGINEERING TEACHING LABORATORIES

**Safety and health in the laboratory can be achieved only through the full participation and cooperation of all students, faculty and staff. Everyone planning to work in the lab must complete the mandatory IKP HSE course. The following guidelines must be practiced to protect you and your classmates from injury. This list is not inclusive, nor a substitute for caution and common sense.**

1. In case of an accident, alert the assistant and all other students in the laboratory. In case of fire, trigger the fire alarm and notify the emergency services.
2. Be alert to unsafe conditions and actions, avoid unsafe situations yourself and talk to your co-students if they are causing dangerous situations. You should also report it to your assistant.
3. Learn the location and proper use of safety equipment including showers, eyewash, fire extinguishers and chemical spill kits.
4. Do not perform unauthorized experiments, and do not leave an experiment unattended.
5. Prior to an experiment, determine the potential physical and chemical hazards of the materials, and the necessary safety precautions that you must take when working with the materials, read the risk assessment. Information for each chemical is found in the Material Safety Data Sheet (MSDS).
6. Keep your workspace clean and tidy; leave the lab in a better state than when you started. Allow sufficient time for clean-up at the end of the experiment.
7. Spilled chemicals should be cleaned up immediately and disposed of properly. Ask your assistant for the proper clean-up procedure.
8. Chemical waste should be disposed in the correct chemical waste container.
9. Never return a reagent to the storage bottle. You may create an incompatible mixture by mistake or contaminate the chemical.
10. Do not put your nose directly over a container to smell the contents; instead, waft the vapors toward your nose if necessary.
11. Safety goggles must be worn at all times in the laboratory. Laboratory coats have to be worn to prevent contact with chemicals. MSDS inform when and which protective gloves should be worn. Also, shoes completely covering the feet are required.
12. Sandals, shorts, and short skirts are prohibited. Long hair and loose clothing should be confined.
13. Eating, drinking, smoking, and chewing of gum are prohibited.