

# **SACRED HEART COLLEGE, CHALAKUDY**

## **DEPARTMENT OF CHEMISTRY**

### **Laboratory policies**

**“LIFE IS MOST PRECIOUS ONE ON EARTH AND SAFETY RULES PROTECTS LIFE”**

Laboratory is a common place, where many students are doing experiments and sharing their places. When you enter the lab, several things have to be considered for the individual safety. For conducting the experiments, the staff and students should follow some strict policies for the safety of all the persons in the laboratory.

#### **1. Personal Safety and Safety of Coworkers**

- i. Wear a lab apron covering both hands and legs is a must in the laboratory. Don't wear loose dress and hair must be protected.
- ii. Do not wear chappals, but a shoe covering the whole foot is a compulsory practice
- iii. Safety goggles are a must in the lab
- iv. Any doubts should be deal with the teacher in charge and silence must be maintained
- v. Drinking and eating in the lab is strictly prohibited in the lab
- vi. Cleanliness should be strictly maintained at the work place and the whole surroundings of the lab
- vii. Each person is responsible for the safety of their own and their coworkers

#### **2. Material safety data sheet (MSDS)**

- i. Everyone working in the lab must be aware about the MSDS of the chemicals
- ii. The precautions written on the label of chemical bottles should be strictly followed

#### **3. Working area, chemicals and instruments**

- i. The working area of each student must be very clean and the trash should be kept in the trash bin only
- ii. Any spillage of chemicals should be wiped off immediately taking appropriate precautions
- iii. If any chemicals or apparatus used in common should be replaced to the exact place after use

- iv. All experiments including hazardous/flammable/fuming chemicals must be carried out in the fume hood and sodium should be handled and disposed with utmost care
- v. Electronic balance or any other equipments used should be kept clean after the usage
- vi. Conduct the experiments with the specialized instruments only with the consent and presence of the faculty in charge

**4. Accidents due to glass, chemicals, fire, etc**

- i. No one is allowed to work in the lab alone or in the night. If anybody wants to work alone in the lab has to take prior permission from the Head of the department
- ii. Students should enter the lab and conduct experiments only in the presence of concerned faculty
- iii. If any wound or injury, the teacher concerned and the laboratory staff must be informed immediately for providing the first aid