

## General Safety Practices

- \* Keep the work area clean and uncluttered.
- \* Do not leave exposed sharps (needles, razor blades, etc.) unattended.
- \* Label all containers and keep containers closed except when in use.
- \* Know the locations of fire extinguishers, eye washes and douse showers.
- \* Wash hands frequently and before eating.
- \* Do not eat, smoke or apply cosmetics in the lab (except in clearly designated "Clean Areas").
- \* Clean up all spills promptly.
- \* Wear shoes that completely cover the feet.
- \* Avoid exposure to hazardous materials - wear proper personal protective equipment.
- \* Horseplay, practical jokes, or other acts of carelessness are prohibited.

## General Practices for Handling and Storing Chemicals

- \* Minimize all chemical exposures. Approach all chemicals as hazardous and use common sense - do not taste chemicals, avoid smelling chemicals and do not mouth pipette.
- \* Do not work alone when handling hazardous materials and do not leave on-going reactions unattended without adequate safety measures.
- \* Restrict the amount of chemicals ordered, kept on hand, and used; substitute less hazardous chemicals when possible.
- \* Avoid underestimating the risk. One should assume that any mixture will be more toxic than its most toxic component and that all substances of unknown toxicity are highly toxic.
- \* Protective glasses or goggles should be worn in the laboratory. Non-vented goggles should be worn when working with acids, caustics, explosives, or hot molten materials.
- \* Wear proper [gloves](#) when working with any hazardous or potentially hazardous materials.
- \* Warning signs should be posted near any dangerous equipment, reaction, or condition.
- \* Use fume hoods and other ventilation devices to control exposure to airborne substances.
- \* All containers must be labeled with chemical name, concentration, and hazard warning.
- \* Store chemicals by hazard classification, not by alphabetical order. Do not store materials in the fume hood or on the floor.
- \* Flammable materials should be stored in approved containers.