















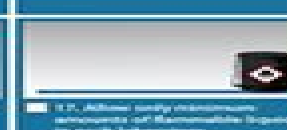

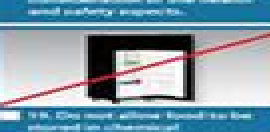
























LABORATORY SAFETY GUIDELINES

40 SUGGESTIONS FOR A SAFER LAB

 <p>1. Obtain a written health, safety and environmental affairs (HSE) policy statement.</p>	<h1>LABORATORY SAFETY GUIDELINES</h1> <h2>40 SUGGESTIONS FOR A SAFER LAB</h2>				 <p>2. Organize a departmental HSE committee of representatives of management, faculty, staff and students that will meet regularly.</p>
 <p>3. Develop an initial orientation for all new employees and students.</p>					 <p>4. Encourage employees and students to care about their health and safety and that of others.</p>
 <p>5. Involve every employee and student in some aspect of the safety program and give each a specific responsibility.</p>					 <p>6. Provide incentives to employees and students for safety performance.</p>
 <p>7. Require all employees to read the appropriate safety manual and sign a statement that they agree to follow it.</p>	 <p>8. Conduct periodic, environmental laboratory inspections to identify and correct hazardous conditions and unsafe practices.</p>	 <p>9. Make learning time for lab safety an integral and important part of science education, your work, and your life.</p>	 <p>10. Schedule regular departmental safety meetings for all students and employees to discuss the results of inspections and safety issues.</p>	 <p>11. Before doing anything, ask the Four Big Questions.</p>	 <p>12. Recognize that all accidents had reasons, including by the departmental safety committee, and document all departmental safety meetings.</p>
 <p>13. Require every pre-lab/pre-experimentation to include the identification of the hazards and safety experts.</p>	 <p>14. Don't allow experiments to run unattended unless they are fail-safe.</p>	 <p>15. Forbid working alone in any laboratory and working without prior knowledge of a staff member.</p>	 <p>16. Extend the safety program beyond the laboratory to the automobile and the home.</p>	 <p>17. Allow only minimum amounts of flammable liquids in each laboratory.</p>	 <p>18. Forbid smoking, eating and drinking in the laboratory.</p>
 <p>19. Do not allow food to be stored in chemical refrigerators.</p>	 <p>20. Develop plans and conduct drills for dealing with emergencies.</p>	 <p>21. Require good housekeeping practices in all work areas.</p>	 <p>22. Display a list of emergency phone numbers either on or immediately next to every phone.</p>	 <p>23. Store acids and bases separately. Store fluids and oxidizers separately.</p>	 <p>24. Maintain a chemical inventory to avoid purchasing redundant quantities of chemicals.</p>
 <p>25. Use warning signs to designate particular hazards.</p>	 <p>26. Develop specific work practices for individual experiments, such as those that should be conducted only in a ventilated hood.</p>	 <p>27. Allocate a portion of the departmental budget to safety.</p>	 <p>28. Require the use of appropriate eye protection of all those in the lab, not just when before chemicals are manipulated.</p>	 <p>29. Provide adequate supplies of PPE: safety glasses, goggles, face shields, gloves, lab coats, and breathing devices.</p>	 <p>30. Provide fire extinguishers, safety showers, eye wash, fume hoods, first aid kits, first aid kits and first aid kits in each lab, and test monthly.</p>
 <p>31. Provide grounds on all equipment, pipes and vessels, all equipment, pipes and vessels, all equipment, pipes and vessels.</p>	 <p>32. Provide an emergency supply of first aid equipment and instructions on its proper use.</p>	 <p>33. Provide frequent rotations for storage of flammable chemicals.</p>	 <p>34. Maintain a centrally located departmental safety library.</p>	 <p>35. Remove all electrical connections from inside chemical refrigerators and require magnetic closures.</p>	 <p>36. Require grounded plugs on all electrical equipment and install ground fault interrupters where appropriate.</p>
 <p>37. Label all chemicals with the name of the chemical, the hazard, a description of its use, appropriate precautions, and the person responsible for it.</p>	 <p>38. Develop a program for the proper rotation of stocks, and for rotation of stocks, and for rotation of stocks.</p>	 <p>39. Develop a system for the proper, safe and responsible disposal of all chemical wastes.</p>	 <p>40. Provide secure, adequately marked, and identified storage for chemicals.</p>	<p>Blue boxes: steps requiring minimal expense</p> <p>Green boxes: steps requiring moderate expense</p>	
				 <p>The Laboratory Safety Institute LabSafety.org</p>	

Medical Lab Safety Manual

Minjie Lin



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