

Laboratory Safety Instructions

1. **ALWAYS** conduct yourself in a responsible manner during lab activities.
2. Know the locations and operating procedures of all safety equipment including first aid kit(s) and fire extinguisher(s).
3. **ALWAYS** follow written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask your instructor.
4. **ALWAYS** be alert and proceed with caution during lab activities. Notify the instructor immediately of any unsafe conditions you observe.
5. **ALWAYS** dress properly during lab activities; long hair, baggy clothing, wearing jewelry/sandals are a hazard in the laboratory.
6. **NEVER** work alone in the laboratory; you must work only in the presence of your instructor.
7. **NEVER** touch any equipment unless you are instructed to do so and use the equipment for its designed purpose only.
8. **NEVER** perform any unauthorized experiment; perform only those experiments authorized by your instructor.
9. Be aware of hazards and how to deal with those hazards before starting any activity.
10. **NEVER** interrupt, distract, or walk directly behind a person operating a machine.
11. Report any faulty equipment to lab instructor; do not use any equipment that is not working properly.
12. **ALWAYS** keep a close eye on your experiment; do not wander around the lab room, distract other students, or interfere with other lab groups.
13. **NEVER** play around during the experiment; practical jokes and pranks are dangerous and prohibited.
14. **ALWAYS** observe good housekeeping practices; work areas should be kept clean and tidy.
15. Report any accident or injury to the instructor immediately, no matter how trivial it seems.
16. **NEVER** block emergency exits, emergency equipment, or electrical panels.
17. If you hear fire alarms, stop any equipment you are using and exit the building according to evacuation guidelines, making sure to close all doors behind you.