

Rules for Basic Laboratory Safety
in the Department of Bromatology and Human Nutrition
Poznan University of Medical Science

GENERAL GUIDELINES

1. Conduct yourself in a responsible manner at all the times in the laboratory.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask you teacher before proceeding with the activity.
3. No student may work in the laboratory without the presence of the teacher.
4. When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
5. Perform only those experiments authorized by your teacher carefully follow all instructions, both written and oral. Unauthorized experiments are not allowed.
6. Do not eat food, drink beverages, or chew gum in the laboratory.
7. Bo prepared for you work in the laboratory. Read all procedures thoroughly before entering the laboratory.
8. Always work in a well-ventilated area.
9. Work areas should be kept clean and tidy at all times.
10. Be alert and proceed with caution at all times in the laboratory. Notify the teacher immediately of any unsafe conditions you observe.
11. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be use only for water. Check with you teacher for disposal of chemicals and solutions.
12. Labels and equipment instructions must be read carefully before use.
13. Keep hands away from face, eyes, mouth and body while using chemicals or lab equipment. Wash your hands with soap and water after performing all experiments.
14. Experiments must be personally monitored all the times. Do not wander around the room, distract other students or interfere with the laboratory experiments of others.
15. Know the locations and operating procedures of all safety equipment including: first aid kit(s), and fire extinguisher.

Basic Laboratory Rules in the
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1. No eating or drinking in the laboratory.
2. Never taste the laboratory chemical.
3. Always wash your hands before leaving the laboratory.
4. Wear proper clothing- safety glasses, closed-toed shoes, and an apron; tie long hair back and remove all jewellery.
5. Always follow the written directions, and never perform an unauthorized experiment.
6. Always add acid to water. This prevents the acid from spattering.
7. Point heating test tubes away from others and yourself, and heat them slowly.
8. Never return unused chemicals to their original containers. This prevents contamination.
9. Always use a pipette bulb or a pipetter to transfer when using a pipette. Never use your mouth.
10. Always use a fume hood when working with toxic substances. Never inhale fumes directly.
11. Never use an open flame near flammable liquids.
12. Dispose of chemicals in the designated disposal site – not in the sink or trash can.

CLOTHING

1. A lab coat or smock should be worn during laboratory experiments.
2. Wear proper clothing – safety glasses, closed-toed shoes, and an apron; tie hair back and remove all jewellery.
3. Contact lenses may be worn in the laboratory.

ACCIDENTS AND INJURIES

1. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the teacher immediately.
2. If you or your lab partner is hurt, immediately (and loudly) yell out the teacher's name to get the teacher attention.
3. If chemical should splash in your eye(s) or your skin, immediately flush with running water for at least 20 minutes. Immediately (and loudly) yell out the teacher's name to get the teacher's attention.

HANDLING CHEMICALS

1. All chemicals in the laboratory are to be considered dangerous. Avoid handling chemicals with fingers. When making observation, keep at least 1 foot away from the specimen. Do not taste, or smell any chemicals.
2. Check the label on all chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
3. Never return unused chemical to their original container.
4. Never remove chemicals or other materials from the laboratory area.

HANDLING GLASSWARE AND EQUIPMENT

1. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken glass in the designated glass disposal container.
2. Examine glassware before each use. Never use chipped, cracked, or dirty glassware.
3. If you do not understand how to use a piece of equipment, ask the teacher for help.
4. Do not immerse hot glassware in cold water. The glassware may shatter.

HEATING SUBSTANCES

1. Do not operate a hot plate by yourself. Take care that hair, clothing, and hands are a safe distance from the hot plate all the times. Use of hot plate is only allowed in the presences of the teacher.
2. Heated glassware remain very hot for a long time. Use tongs or heat protective gloves if necessary.
3. Never look into a container that is being heated.
4. Do not place hot apparatus directly on the laboratory desk. Always use an insulated pad. Allow plenty of time for hot apparatus to cool before touching it.

ATTENTION: actual emergency phone 112