

## Safety in the Undergraduate Teaching Laboratories

Please note: Safety is an absolute concern in all undergraduate laboratories, and is treated with the highest regard. All students are required to adhere to the following personal protection guidelines for safety.

Failure to comply with these outlined safety requirements will result in the student being denied access to or dismissed from the laboratory.

### General Guidelines for Safety

1. Always be prepared for your laboratory sessions. Be present in the lab at the beginning of the session to receive information about your experiment. Know what you have to do and what equipment and materials you will need to complete your experiment so you are not a hazard to yourself or the other occupants of the lab.
2. Think about what you're doing and conduct yourself in a responsible manner in the laboratory at all times.
3. No undergraduate may perform an experiment to which the student has not been specifically assigned. Other than in project courses, no undergraduate experiment of any kind may be performed in the absence of an instructor, demonstrator or T.A.
4. Learn the location of escape routes and of all safety equipment (showers, eye wash station, fire extinguishers, fire alarm, etc.) before you start to work in any room. Know how to use the equipment.
5. Smoking, eating, chewing gum or drinking is not permitted. Nothing should be placed in the mouth. Pipetting by mouth is absolutely forbidden.
6. Regard all chemicals as potentially hazardous. Treat with special caution those chemicals that the laboratory manual cites as toxic, poisonous or otherwise dangerous. Do not attempt to clean up any of these spills yourself - inform the demonstrator or TA of the problem immediately.
7. Broken glass must be swept up with the brush and dust pan and placed in the proper "BROKEN GLASS" receptacle and NOT in the regular garbage containers.

8. All accidents, however minor, must be reported to the person in charge of the lab section immediately.
9. If you are in doubt as to the safety of a procedure, don't do it until you have sought professional advice.
10. Before you leave the laboratory you must ensure that your work area and any common work areas that you've used are as clean as when you arrived to the lab. Make sure that you return any borrowed materials/equipment to its appropriate storage place.
11. Personal electronics do NOT belong in teaching laboratories. The use of cell phones, lap tops, tablets and headphones are prohibited.

## Personal Protective Equipment

1. Eye protection must be worn at all times in the undergraduate teaching labs. Adequate eye protection consists of impact-resistant safety glasses or goggles that have side shields and a top flange in contact with the forehead, and have colourless lenses (so as not to interfere with vision during experiments) People who normally wear prescription glasses will be required to purchase safety glasses or goggles that can be safely worn over the prescription glasses.
2. Contact lenses must not be worn into a chemistry lab under any circumstances.
3. Lab coats are required when working in the chemistry labs to prevent exposure to corrosive or otherwise-harmful chemicals. Coats with snap closures are required as those with buttons are more difficult to remove in case of emergency. Lab coats should not be worn outside of the labs, however, especially in areas where food is prepared or consumed, since they could contaminate areas not normally exposed to chemicals.
4. Appropriate footwear and clothing must be worn at all times in the undergraduate teaching labs. Students should wear durable clothing that completely covers arms, legs, torso and feet. Footwear must consist of shoes or boots that completely cover the foot. Wearing high heels, shoes with no tread is strongly discouraged. There must be no exposed skin below the waist. Students who are inappropriately dressed for lab will be denied access.
5. Long hair must be tied back.