

Standard Operating Procedures (SOPs)

Wilbur Wright College - City Colleges of Chicago

SOP Name: General Rules for Safe Laboratory Practices

Wilbur Wright College is committed to establishing a safe and hazard controlled environment for all staff, students, and professionals. It is the policy of CCC to take every reasonable precaution to provide a safe learning environment.

Every laboratory worker should observe the following safety rules:

1. Wear OSHA APPROVED EYE PROTECTION (SAFETY GLASSES OR GOGGLES) at ALL TIMES. Contact lenses are hazardous since these lenses can trap hazardous vapor and /or liquid chemical, so wear contact lenses AT YOUR RISK and if there is no alternative! No one is exempt from wearing safety glasses; not even those who, at their own risk, choose to wear contact lenses.
2. Know the locations and proper use of protective equipment available (safety showers, fire blankets, eye wash stations, fire extinguishers, first aid kits).
3. Students are strongly advised NOT to wear shorts, sandals and open ended shoes in the laboratory. Long hair, neckties, and loose fitting clothes present hazards and must always be restrained.
4. Students are NEVER permitted to work in the laboratory unsupervised. Only authorized experiments are to be performed.
5. Eating, drinking, smoking, or applying cosmetics is NOT permitted in the laboratory.
6. NEVER taste any chemicals.
7. NEVER pipet by mouth suction. A mouthful of a toxic chemical may kill you. Use suction bulbs or pipet pumps.
8. NEVER directly smell the source of a vapor or gas. If directed to identify a gas by its odor, cautiously fan the vapor with your hands towards your nose. Use the exhaust hoods when doing an experiment that involves toxic or foul smelling vapors.
9. NEVER leave a lighted burner unattended.
10. NEVER look directly into a test tube or flask in which an experiment is being conducted. NEVER point a test tube at anyone, especially when the tube is being heated.
11. NEVER heat a closed system. Always provide a vent to avoid an explosion. Provide a suitable trap for toxic gases generated as directed in the experiment.
12. NEVER weigh chemicals directly on the balance pan. Appropriate weighing dishes, weighing paper, or filter paper for solids and suitable sized containers for liquids should be used.
13. Be particularly careful when working with glass and thermometers. Fire polish all tubing and glasses rods. Lubricate thermometers with glycerin before inserting them in corks or rubber stoppers.
14. Heat glassware gradually. NEVER put cool glassware on a hot object such as hot wire gauze. Improper heating may cause glassware to shatter.
15. Hot glassware looks the same as cold glassware. Holders or insulated gloves must be used to pick up hot glassware.

16. Be certain all chemicals are correctly and clearly labeled. Warning signs should be posted when unusual hazards exist. Read any labels on the reagent bottle before using. The use of wrong reagent can be dangerous. Do NOT use more than the specified amount.
17. Hands should be washed immediately with lots of water after completion of procedures involving hazardous materials. Avoid the use of solvents for washing the skin, as they tend to remove the natural protective oils. Some solvents can penetrate through your skin and carry toxic chemicals in your body.
18. Engaging in games or horseplay is NOT allowed in the laboratory.
19. Any accident must be reported to the instructor or laboratory supervisor IMMEDIATELY. DO NOT attempt to deal with a chemical spill yourself.
20. Waste chemicals should be handled and disposed appropriately under the supervision of authorized personnel.
21. NEVER dump solids (weighing paper, pH paper, paper towels, broken glass, boiling chips, unused chemicals) into the lab sinks. Always use the appropriate garbage containers.
22. It is the student's responsibility to keep his/her works area clean. Other areas in the laboratory must be kept clean include the weighing balance area, the equipment area, and where chemicals are dispensed. Anyone unknowingly can be burned or exposed to toxic chemicals if these spaces are not cleaned.
23. Individuals who are on special medications, or who are pregnant should SEEK THE ADVICE OF THEIR DOCTORS about working in the laboratory. Those who are pregnant should also inform the instructor so special precautions may be taken to limit exposure to potentially harmful substances.
24. It is everyone's responsibility to read the experimental procedures in advance. Know the safety rules that apply to the experiment being done. Determine the potential hazards and appropriate safety precautions before beginning any new operation.

Distribute to each student as an agreement:

I, _____ (student name) have read and agree to follow all of the safety practices set forth in the Safety Agreement. I realize I must obey these safety practices for my safety and for the safety of my fellow students, instructors, and laboratory staff. I will cooperate, follow directions, and maintain a safe lab environment. If I violate this safety agreement, I may be subject to disciplinary action that could impact my class work or grades.

Name (printed):	_____
Signature:	_____
Date:	_____
Class:	_____
Instructor:	_____

Instructors to collect this page from each student and retain with class records.

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Modified on 1/16/2019