

# Laboratory Guidelines

*Please post in the lab*

* No eating, drinking or gum chewing within the lab.
* Doors should remain closed at all times. Ventilation works properly only when the doors are shut.
* No food or food wrappers/containers are permitted inside the lab.
* No mouth pipetting.
* Wash hands regularly, such as when exiting or entering the lab, after spill clean-up or changing tasks.
* Restrain dangling clothing, hair, or jewellery.
* Laboratory clothing should be loose fitting.
* Consider the safety of those around: inform others if you are engaging in hazardous work.
* Follow the laboratory working alone policy.
* Ensure your Personal Protective Equipment (PPE) is appropriate to the hazard in the lab. Protective equipment should match the most hazardous activity in a room.
* Pets are not permitted in the laboratory.
* Keep up to date emergency information near the telephone and update it periodically.
* Keep spill containment materials in the lab and check regularly.
* Inspect and maintain equipment ensuring that safety guards and other protective features are always in place.
* Before you open a chemical ensure you understand the risks, have taken WHMIS training and have the appropriate safety precautions in place.
* In this lab, the following individuals are responsible for ordering materials:
  + Name
* Put the date and your initials on a chemical when it is received, and opened.
* Hazardous materials NEVER go down the sink or into the general waste stream.
* Consider scaling down procedures to limit your exposure to hazardous materials, and limit the amount of wastes for disposal.
* Use diluted substances more often.

The PI in this lab has set the following laboratory guidelines:

* Add lab specific rules here.