**Proposed Teaching Laboratory Safety Guidelines**

A. **Laboratory Dress Code:** (for cases where a specific dress code is appropriate)
   
   A.1 In all laboratories, students must wear footwear that covers the entire foot during laboratory sessions.
   A.2 *Safety glasses (goggles), hearing protection, and/or gloves must be worn.
   A.3 *A laboratory coat must be worn during laboratory sessions.
   A.4 *Long hair should be tied back to avoid possible injury.
   A.5 *Dangling jewelry should be removed.
   
   *Where required by the activities and/or conditions in the laboratory.

B. **Laboratory Conduct Rules:**

   B.1 Always conduct yourself in a professional and responsible manner at all times in the laboratory.
   B.2 Follow the instructions of the laboratory instructor.
   B.3 Be familiar with your assignment(s) before you come to the laboratory.
   B.4 Students should never work alone in the laboratory — unless specifically authorized to do so by the instructor.
   B.5 Unauthorized experimentation/use of equipment in the laboratory is strictly forbidden.
   B.6 Use caution in the laboratory — and notify the instructor immediately of any unsafe conditions you observe.
   B.7 Under no circumstances should laboratory materials or specimens be removed from the laboratory.
   B.8 Students should never eat, drink, use tobacco products, apply make-up, etc. while in the laboratory.
   B.9 Students are not permitted to bring guests to the laboratory without prior permission from the instructor.
   B.10 Female students must notify their physician if they are or may become pregnant while enrolled in a laboratory class (this is a serious safety consideration).

C. **Laboratory Safety Rules:**

   C.1 All laboratories must have an emergency plan and students must be familiar with this plan.
   C.2 In an emergency, proceed to nearest emergency exit, and then to the designated assembly area.
   C.3 Know the location of all safety showers, eyewash stations, fire extinguishers, emergency exits and MSDS sheets.
   C.4 Student bags, backpacks, etc. must be stored out of the pathway of emergency exit(s) (preferably outside the laboratory).
   C.5 Students must be trained and/or become familiar with all laboratory equipment.
   C.6 Alteration, misuse, and/or destruction of laboratory equipment and/or facilities will result in punitive action.
   C.7 All laboratory work space is to be kept clean.
   C.8 Broken glass, sharp objects, chemical, biological, and general waste must be disposed of in accordance with university regulations.
   C.9 Under no circumstances should chemical or radioactive waste ever be washed down the sink!
   C.10 Only soap, water, and approved biodegradable materials can be washed down the sinks (ask the instructor).
   C.11 Notify the laboratory instructor immediately if a spill, fire, injury, or other accident occurs.

D. **Laboratory Safety Rules:**

   D.1 All chemicals in the laboratory are to be considered dangerous.
   D.2 Never touch, taste, or smell any chemical (unless you are specifically instructed to do so).
   D.3 Check the label on chemical bottles twice, and then take only as much chemical as you need.
   D.4 Never return unused chemicals to their original containers.
   D.5 Never take chemicals or other materials from the laboratory area.
   D.6 Never pipette by mouth to fill a pipette. Use mechanical means, such as a pipette bulb or pipette filler.
   D.7 Acids must be handled with extreme care — always add acids slowly to water.
   D.8 Handle flammable and/or hazardous liquids over a pan to contain spills.

E. **Laboratory Safety Rules:**

   E.1 Handle all biological materials as if these are pathogenic (i.e., could cause disease).
   E.2 Always use specified sterilization practices (never take short-cuts).
   E.3 Always dispose of biological waste in appropriate (bio-hazard) receptacles (never in general waste bins).

F. **Enforcement:** (course dependent)

   F.1 Improperly attired students (e.g., open shoes, no goggles, etc.) will be expelled from the laboratory for that session.
   F.2 Students will be required to demonstrate appropriate safety practices, and this can affect the student's grade.
   F.3 Students will be required to sign a consent form indicating that they will abide by all safety rules.

**Notes:**

2. Adapted from: http://www.sciencebyjones.com/safety_rules.htm
3. Adapted from: http://www.carnegieinstitution.org/first_light_case/horn/labsafety.html
"Lab Rules" hits on Google: (Literature study)

(keywords: Laboratory rules class)
http://www.eiucomm.net/lab/lab.php?page_name=labrules
http://www.geog.umd.edu/openlab/rules.html

(keywords: Laboratory rules class)
http://www.sciencebyjones.com/safety_rules.htm
http://www.carnegieinstitution.org/first_light_case/horn/labsafety.html
http://chemistry.about.com/od/healthsafety/a/aa080104a.htm
(funny) http://sciencespot.net/Media/scimthdsafety.pdf
http://facstaff.gpc.edu/~pgore/geology/historical_lab/labsafety.html
http://nobel.seas.bcit.ca/debeck_pt/science/safety.htm

(segways)
http://www.labsafety.org/freedocs.htm