| Name of Appendix: **Safety for those working in chemistry, biochemistry, microbiology or similar laboratories** |
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| General |  | 1. This directive sets forth the safety rules that obligate scientists, researchers, teachers, laboratory workers, instructors and students. Every lab worker must be prepared at all times to act in unusual situations. A summary of information about this can be found in the “Emergency Information Sheet” that must be located in every laboratory.
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| Safety directives |  | 1. Each laboratory worker must be prepared to act in unusual situations. He must know the location of the electrical switches, main gas and water shutoff valves, firefighting, rescue and first aid equipment, emergency shower and eye bath, and how to behave in the event of a hazmat spill.
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|  |  | 1. A laboratory worker must be in full work attire, protective goggles and lab coat. He must also use other personal protective equipment, depending on the circumstances and as required by his work.
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|  |  | 1. Smoking and any other open flame that is not required by the nature of the laboratory are strictly prohibited.
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|  |  | 1. Lab workers may use only standard laboratory equipment (glass containers, machinery, motors, hand tools, etc.) that operates correctly and is suited for its designated purpose. When using laboratory glass, follow the safety rules found in Annex 07-308.
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|  |  | 1. Ensure that all types of compressed gas canisters are safely secured, and the canister valves are tightly shut after use, even if this is only for a short break.
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|  |  | 1. Every worker must ensure the safety of others in the laboratory. Inform and brief them regarding any possible danger and coordinate with them to find common solutions.
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|  |  | 1. Work that involves a risk of burning, poisoning, splashing, vapors, contamination and so on, must be performed only in a suitable fume hood.
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|  |  | 1. Firefighting and all other emergency equipment must be found inside and/or near the laboratory, and all lab workers must know the location.
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|  |  | 1. Do not eat or store food in the laboratory and do not use lab equipment for eating or drinking.
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|  |  | 1. Hazardous chemical waste that cannot be removed to the general sewage system (after being diluted, neutralized, etc.) shall be transferred, following inspection and coordinating with the Safety Unit, to the chemical waste store room in preparation for general transportation to the national dump site or, in special cases, to a chemical waste pit located on the University campus.
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| Responsible for performance |  | 1. All laboratory workers and those in charge of the laboratories are responsible for performance of these directives.
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