

# COMMON SENSE RULES FOR SAFE LABORATORY WORK

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## Housekeeping

- Keep workplace neat
- Avoid the pack rat mentality
- Provide adequate storage space
- Hoods are NOT for storage

## Personal Protective Equipment

- Always wear safety glasses in the laboratory.
- Wear a lab coat and take it off before leaving the lab.
- Wear gloves when handling chemicals.
  - Remove them to avoid spreading contamination  
(ie, before handling telephones, pens, etc.)
- Use the correct gloves for the job.
- Hair and loose clothing should be secured, to avoid becoming part of the experiment.
- Dress properly - your clothing helps protect you.
- No open-toed shoes
- No shorts

## Chemical Storage

- Store by compatibility.
- Use secondary containment whenever possible
- Segregate high hazard chemicals
- Purchase and use the smallest quantity of chemicals possible.
- Use just-in-time delivery whenever possible

## Labels & Signs

- Every container which is not under your immediate control at all times must be labeled.
- Use original containers with original labels whenever possible
- Place in-house label on small containers. Minimum information should be:
  - Identity of Chemical
  - Signal Word
  - Owner's Name
  - Date



Figure borrowed from UCSD CHP!



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