

SAFETY REGULATIONS IN THE LABORATORIES

Accidents in laboratories could cause damage to equipment, and more seriously, injury to staff and students. However, most accidents can be avoided if the laboratory safety rules are followed carefully. Read the following rules and precautions thoroughly and make sure that you understand and abide by them. In addition, all laboratory users are bound by the Safety Policy and Guidelines of the City University of Hong Kong. Material Safety Data Sheets (MSDS) of laboratory chemicals are available in the laboratories for your reference.

(A) Laboratory safety rules

1. Undergraduate students are not allowed to work in a laboratory without supervision of qualified personnel (such as academic staff, research fellow, research assistant, graduate student and technical officer).
2. Laboratory coats must be worn in the laboratory.
3. Safety goggles must be worn at all times by all personnel, including visitors, in chemistry laboratories or laboratories designated for both chemistry and biology. In biology and instrument laboratories, safety goggles should also be worn by all personnel, unless a risk assessment, endorsed by the supervisor or the principal investigator, shows that the risks associated with not wearing them are acceptable.
4. Sandals, open toed shoes, shorts or skirts are not allowed. Long hair should be tied back when working in the laboratory and loose clothing kept in personal lockers.
5. Keep unnecessary personal belongings in the lockers provided at the entrance before entering the laboratory.
6. Smoking, eating and drinking are strictly prohibited in the laboratory.
7. Do not run or fool around in the laboratory.
8. Follow strictly the instructions given by lecturers and demonstrators or instructions written in the laboratory manual. The manual must be read and understood before the start of any experiments.
9. Do not take away or bring any apparatus, materials or chemicals, whether used or unused, large or small, from or to the laboratory without permission.
10. Do not touch anything in the laboratory which is not part of your experiment.
11. High risk experiments that are in progress must not be left unattended.
12. Unused equipment, bags etc. must not be left on the work bench.
13. Glasswares must be washed and returned to the appropriate storage places after use.
14. All reagents and chemicals must be returned to the appropriate storage place after use.

15. Spillage of water on the floor etc. must be mopped up immediately.
16. Do not mix chemicals unless being instructed.
17. Keep the laboratory clean and tidy.

(B) General precautions

1. Keep all exits and corridors clear. Make sure you know where the nearest fire exits and escape routes are located in the laboratory area.
2. Make sure that you know the proper way to use every piece of glassware and equipment. Ask for instructions if you are not certain.
3. Never use cracked or broken glassware. Beware of “star-cracks” in flasks.
4. General alert: all work with chemicals is potentially dangerous.
5. Never pipette chemicals by mouth.
6. Never work with toxic or foul smelling chemicals outside the fume hoods. Work in the correct type of fume hoods. Suitable protective equipment, such as goggles, mouth mask, face shield and proper gloves should be worn when dealing with hazardous chemicals or potentially dangerous substances.
7. Dispose of waste safely in accordance to established laboratory procedures. Never dispose of organic solvents, filter paper and solid debris in sinks. In case of doubt, consult the laboratory staff.
8. Always point the mouth of a test tube or flask away from yourself and others while carrying out any chemical reactions.
9. Turn off the Bunsen burner immediately after you have finished using it. Before lighting the flame, check that no flammable chemicals are being used nearby.
10. Wash your hands thoroughly before leaving the laboratory.
11. Know the locations of the safety showers and eye washing stations, and how they are operated.
12. Report all accidents, spillages, breakages and injuries immediately to laboratory staff, immediate supervisor, safety officer and head of department when they occur.

\* A person who persistently breaks these rules will be banned from the laboratories. \*

In the event of

Fire : Students should not attempt to put out a fire. Alert your immediate supervisor or a laboratory technical officer at once. If your clothing is on fire, roll on the floor to put it out. If the fire blanket is within reach when you discover you are on fire, first pull the blanket around yourself and then roll on the floor.

Experiment out of control : Alert your immediate supervisor or a laboratory technical officer immediately. Do not attempt to control it yourself.

Chemical Spillage : Alert your immediate supervisor or a laboratory technical officer immediately. Tell her/him the nature of the spillage.

Emergency telephone (x8888) : Call at the first opportunity.

In case of accident : Switch off all related electrical, water and gas supplies.  
Stop your experiment, and  
Make sure that all the safety precautions are taken.  
Then leave through the nearest fire exit.  
Do not use the lift!  
Raise the alarm by breaking the fire alarm/security glass and shout for help.

RED BOX	:	FIRE ALARM
GREEN BOX	:	SECURITY ALARM

PLEASE SIGN THE ATTACHED DECLARATION FORM and return it to the General Office as soon as possible.