**LABORATORY SAFETY RULES AGREEMENT**

Please carefully read and make sure that you understand all of the following rules. When you have finished, please sign this agreement and return it to your instructor.

1. Be prepared. Read all assigned laboratory procedures and associated materials prior to attending lab. Be aware of all hazards before beginning any experiment.
2. All experiments should be performed as directed. Do not do anything that is not part of the assigned experimental procedure or has not been advised by your instructor. Never use equipment prior to receiving proper instruction.
3. Wear all appropriate personal protective equipment required for the work / experiment which you are performing. This would include items such as safety glasses/goggles, lab coat/apron, and gloves. Your instructor will notify you of what type of personal protective equipment is required for each experiment.
4. Working alone in a laboratory should be avoided. You should work in pairs and if you must work alone you shall advise a faculty member of your location and plan of action.
5. Smoking, eating, drinking and the application of cosmetics is forbidden in all laboratories.
6. Coats, backpacks and other personal items are not permitted in the laboratory work area. Upon entering the lab, these items should be stored in the designated storage area – never on the bench tops.
7. Know the location and proper operation of all emergency equipment including eyewash, safety shower, fire extinguisher, fire blanket, first aid kit and spill kit. Know the location of and how to interpret MSDS sheets. Know who to contact and what to do in case of an emergency.
8. Absolutely NO horseplay will be tolerated in the laboratory. When moving about the laboratory, be mindful of your surroundings and potential hazards.
9. Appropriate clothing shall be worn in the laboratory at all times. This means that shoes should cover the entire foot and not be made of an absorbent material such as canvas. No opened toed shoes are permitted in the laboratory. No shorts, halters or tank tops are permitted in the laboratory. No loose fitting clothing should be worn in the laboratory.
10. Long hair should be tied back. No dangly jewelry is permitted in the laboratory.
11. Chemicals should never be tasted. If you are instructed to smell a chemical, do so by wafting some of the vapors towards your nose. Never put your nose directly over a chemical and inhale. Pipetting by mouth is strictly forbidden. A manual pipetter or aspirator should be used to pipet liquids.
12. All Bunsen burners and other heat sources should be turned off when not in use and should never be left unattended.
13. All chemical labels should be read very carefully. You should check the label when you pick up a chemical, just before you use it, and when you’ve finished with it. Many dangerous mistakes have been made by mixing the wrong chemicals. Review MSDSs of all chemicals prior to their use.
14. All accidents, spills, injuries or breakage should be reported to your instructor immediately. All spills should be contained and cleaned up. Materials used to clean a spill should be disposed of properly. All broken glass should be disposed of in a designated container for broken glass.
15. All chemicals should be disposed of in the proper waste container. Nothing should be poured down the drain.
16. Be careful to not contaminate reagents. Unused reagents should never be returned to the reagent bottle. Take only what you need.
17. Never remove chemicals, biohazards, supplies or equipment from the laboratory without prior permission from you instructor.
18. Properly clean up your work area before leaving the lab. This means that you should wash and return all glassware, return all reagents and supplies and clean the workbench.
19. All medical conditions that may require special precautionary measures (allergies, color blindness, contact lenses, pregnancy, etc.) should be reported to your instructor.
20. Children are not permitted in the lab.
21. Always wash your hands with soap and water before leaving the laboratory.

I have read, understand and agree to abide by the rules listed above.

(Print) (Signature) (Date)