

**DEPARTMENT OF CHEMISTRY
WEST VIRGINIA UNIVERSITY
EBERLY COLLEGE OF ARTS AND SCIENCES**

**SAFETY RULES AND REGULATIONS FOR THE
PREP ROOM/STOCKROOM AREAS OF CLARK HALL OF CHEMISTRY**

I certify that I have read and I understand the *Safety Rules and Regulations for the Prep Room/Stockroom Areas of Clark Hall* issued by the Department of Chemistry Safety Committee at West Virginia University. I will abide by these rules and regulations. At all times I will use safe laboratory procedures.

EMPLOYEE SIGNATURE

DATE

WITNESS

DATE

**RETURN SIGNED FORM TO THE
SENIOR FACILITIES MANAGER,
ROOM 217 CLARK HALL.**

*Effective October 1991
Revised November 1995
Revised January 2000*

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These safety rules are meant to assist clear thinking and reasonable judgment in the event of an accident involving work-study personnel or staff members in the Prep Room/Stockroom areas.

THESE RULES MUST BE OBEYED BY ALL EMPLOYEES AT ALL TIMES WHEN WORKING IN THE PREP ROOM/STOCKROOM AREAS. EMPLOYEES WHO VIOLATE THESE RULES WILL BE SUBJECT TO DISCIPLINARY ACTION. APPROVED SAFETY GOGGLES AND APPROVED APRONS (OR LAB COATS, NOT LAB JACKETS) MUST BE WORN AT ALL TIMES WHEN WORKING IN THE PREP ROOMS OR STOCKROOM. APPROVED SAFETY GOGGLES MUST BE WORN OVER REGULAR GLASSES THAT YOU MIGHT WEAR. SHOES (NOT SANDALS) MUST BE WORN AT ALL TIMES. FOR YOUR PERSONAL PROTECTION, YOU MUST WEAR CLOTHING THAT COVERS YOUR LEGS (NOT SHORTS OR SHORT SKIRTS).

I. RULES FOR PERSONAL PROTECTION

- A. Personal protective equipment as described above must be worn at all times in the Prep Room.
- B. When the fire alarm sounds you must evacuate the building. Extinguish all flames and turn off all equipment, as appropriate, before exiting.
- C. Loose clothing and hair longer than shoulder length must be confined when working in the Prep Room.
- D. Food and beverages are prohibited in the Prep Room and Stockroom. Never use any chemical apparatus for eating or drinking.
- E. The use of contact lenses while working with chemicals is strongly discouraged. If you plan to wear contact lenses while performing your work duties, notify

your supervisor. You will be required to wear goggles without vents and you must sign a statement that indicates that you will accept responsibility for any injury caused by your wearing of contact lenses. The supervisor will provide the appropriate contact lens waiver information to you.

F. If any chemical spills on your skin, immediately wash the affected area with water. You or a fellow employee must notify your supervisor as soon as possible.

G. You are advised to avoid wearing synthetic finger nails in the chemistry laboratory. Synthetic finger nails are made of extremely flammable polymers which burn to completion and are not easily extinguished.

H. No chemical should ever be tasted. When you are required to smell a chemical, do so by gently fanning the vapors toward your face.

I. Notify your supervisor of any sensitivities that you have to particular chemicals.

J. When heating or carrying out a reaction in a test tube, never point the test tube toward your fellow employee or yourself.

K. Do not attempt to dry glassware by inserting a towel wrapped around a glass rod.

L. When cutting glass tubing, always protect your hands with a towel. When inserting rods, tubing, or thermometers into stoppers, the glass must be lubricated with soapy water or glycerol. Tubing ends must always be firepolished. Make sure that the glass is cool before you touch it. Hot glass looks just like cool glass.

M. When diluting concentrated acids always pour the acid slowly into the water with stirring; **NEVER ADD WATER TO CONCENTRATED ACIDS** because of the danger of splattering.

N. Remove gloves before you exit the Prep Room. DO NOT wear gloves to the Main Office, in the elevators, or to other non-chemical areas of the Department of Chemistry.

O. Transport all hazardous chemicals in safety carriers (i.e., rubber pail with a handle) or on a cart that is equipped with sides to prevent accidental breakage of containers.

P. Always wash your hands before leaving the Prep Room.

II. RULES FOR GENERAL SAFETY

A. The work day is from 8:15 A.M. until 4:45 P.M. Employees are not permitted to deviate from the set work schedule without prior consideration and approval from the Senior Facilities Manager. Unauthorized experimentation and work in the Prep Room is forbidden.

B. Unauthorized personnel are not permitted in the Prep Room, Stockroom or chemistry laboratories. Children are not permitted in the Stockroom, Prep Rooms, staff offices, or chemistry laboratories.

C. No laboratory work involving any hazard may be carried out unless responsible assistance is available nearby in the event of an accident. Responsible assistance is interpreted to mean Department of Chemistry faculty and laboratory staff.

D. Any personal injuries that occur in the laboratory must be reported to the supervisor in charge, or if he or she is not immediately available, to the Senior Facilities Manager, Room 217 Clark Hall). The supervisor receiving such information will submit an Accident Report Form to the Senior Facilities Manager within 24 hours.

E. As a reminder of University policy, smoking is prohibited in all Chemistry facilities.

F. Vocal warning should be given to those working nearby in case of fire, explosion, spillage of dangerous chemicals, release of toxic fumes, etc. The incident should be reported to the supervisor in charge, the Senior Facilities Manager, and any other person who might be affected by such an occurrence.

G. Each employee must know the location and proper use of the fire extinguishers, fire blankets, safety showers, eyewash stations, and first aid kits that are available in that section of the building in which he or she is working. Written notification of the use of a fire extinguisher should be made to the Senior Facilities Manager as soon as possible (within 24 hours).

H. All water, gas, air, electrical, and other service connections must be made in a safe and secure manner. All water connections must be secured with a wire or clamp. All worn, frayed or damaged cords and plugs on all electrical equipment must be replaced by satisfactory cords and plugs. Gas valves must be kept closed except when a burner is in use.

I. Reactions that are chemically or mechanically hazardous may not be left unattended.

J. Good housekeeping is essential. Aisles and emergency exits must be open. Hoods must be available for work. Desk tops should be tidy. All chemicals must

be in labeled containers and stored in their proper locations when not in use (not in the hood).

K. Excessive noise, practical jokes and boisterous conduct are forbidden. The volume of radios should be kept very low, should not interfere with normal conversation, and should not be heard in the hallways or adjoining rooms.

L. Do not heat flammable liquids with a Bunsen burner or other open flame. If in doubt about the flammability of a liquid, consult your supervisor.

M. Floor drain traps must be filled with water to prevent vapors from entering the Prep Room.

III. GENERAL RULES FOR LABORATORY CONDUCT

A. Student laboratory records and laboratory prep instructions are confidential materials. These materials are not to be taken out of Clark Hall under any circumstances.

B. Dispose of waste chemicals in jars provided and labeled for this purpose. DO NOT DISPOSE OF WASTE CHEMICALS IN THE SINKS OR THE WASTE BASKETS.

C. Examine all apparatus for defects before performing any laboratory work. You must not use damaged, cracked, or otherwise dangerous glassware. Dispose of broken glassware in the boxes provided in the Prep Room. If you break a thermometer (or find a broken thermometer), report it to your supervisor immediately.

D. Do not insert medicine droppers into reagent bottles unless they are specifically supplied with the bottles.

E. Never return unused chemicals to the stock reagent bottles. Take only what you need. DO NOT WASTE CHEMICALS.

F. Solid materials (i.e., paper, towels, broken glass, stoppers, and rubber tubing) must be kept out of sinks at all times to minimize the danger of plugging drains. Such items are to be kept away from positions where they might fall into sinks or drains.

G. Maintain clean glassware in the Prep Rooms. Sinks should not be filled with dirty glassware. Wash your equipment with tap water and use distilled water only for rinsing. Do not use more distilled water than is necessary.

H. Glass tubing should extend well through rubber stoppers so that no closure of the tube can occur if the rubber swells.

I. Heavy pieces of glass apparatus should be supported with clamps suitably protected with rubber or plastic pads and also with a bottom support such as a ring or tripod.

J. The bench tops must be kept as free from unnecessary apparatus as possible. Clean up chemical spills (including water) immediately. Do not leave spilled chemicals on the benchtop or floor.

K. Coats, bags, and other personal items should be stored in the proper areas; not on the benchtops or in the aisles.

NOTE: In the application of these rules, you must be as careful and considerate of the welfare of your neighbors as you are of your own safety. Additional safety rules approved by the Department of Chemistry Safety Committee or the Senior Facilities Manager may be imposed.

IV. ENFORCEMENT

The Senior Facilities Manager and/or the Department of Chemistry Safety Committee will perform regular inspections to ensure that there are no safety violations in the Prep Room/Stockroom areas of Clark Hall.