

LABORATORY REGULATIONS

General Safety Rules

- The instructions of the supervisor are to be obeyed!
- Never work alone in the lab. At least one supervisor has to be present.
- EYE PROTECTIONS MUST BE WORN AT ALL TIMES. People wearing corrective glasses must use side shields or suitable goggles. Contact lenses are undesired.
- Protective clothing must be worn: mid-height footwear, long trousers and a long cotton lab coat. Do not wear shorts, skirt, nylons or sandals. Do not wear the lab coat outside the lab (e.g. library).
- No food (also no chewing gum or candy), drinks, nor smoking are allowed inside the lab.
- Emergency exits must be clear all the time and must not be blocked with any items.
- Before starting to work, inform yourself about physical, chemical, and physiological properties of the used substances and solvents (GHS hazard statement: H- and P-statements), as well about the function and operation of the used instruments.
- When working with hazardous materials gloves must be worn. The material of the gloves should match the hazardous material. Disposable latex gloves are no protection against organic solvents!
- When using toxic or corrosive gases, hold a respirator with adequate filter ready.
- Read instructions carefully and critical. If you have questions, ask the supervisor. Only the destined instruments are used. Refrain from work not related to the experiment.
- During the experimental procedure, the experiment must be constantly monitored.
- Disturbances during the experiment are immediately reported to the supervisor.
- Use fire (e.g. Bunsen burner) only if it is really necessary. No unshielded flame close to flammable solvents.
- After a lab session, clean your work place. All glassware and instruments must be cleaned.
- All sorts of waste have to be collected separately in the appropriate vessels.
- It is not allowed to store food in the lab's refrigerator.
- All accidents and injuries are to be immediately reported to the supervisor.
- You must inform yourself about the various types of safety equipment, their usage and their location (e.g. fire alarms, hand-held fire extinguisher, fire blankets, first-aid cabinets, emergency showers, eye bath).
- Inform the lab technician about faults immediately.
- Outerwear (jackets) and bags are stored outside of the labs.
- Pregnant women and nursing mothers are not allowed to perform the lab.
- Chemicals must be kept in vessels that cannot be mistaken as vessels for food.
- All containers used for the storage of chemicals have to be labeled distinctively with the name of the substance as well as the name of the student.
- Reactive and especially hazardous substances (alkaline metals, metal hydrides, cyanides, etc.) must be deactivated/neutralized. All hazardous waste has to be collected in the provided vessels. Use chemicals and solvents economically, sometimes the waste disposal is more expensive than the chemicals themselves.
- Chemicals are to be stored in adequate vessels. They are only be transported in safe transport containers (e.g. plastic buckets).
- The sash of the fume hood should always be closed if possible.

Procedure for Handling Emergencies

In the case of an emergency (e.g. fire, release of gases, fumes, dust, liquids):

- Keep calm! Watch your own safety.
- Rescue from danger areas those who are injured.
- Warn endangered people.
- Switch off dangerous experiments, gas, and electricity. Let the coolant always flow further on in any apparatuses.
- If the fire is small, try to extinguish it. The first few minutes of a fire are vital.

Alerting:

Fire brigade: 0-122 or 8122 (in house)

Ambulance: 0-144 or 8144 (in house)

Emergency call via porter: 8231

Information must include:

Where did the emergency happen?

What happened?

How many are injured?

What kind of injuries?

Wait for questions!