

# QUALITY WORK INSTRUCTIONS (QWI)

## LAB SAFETY RULES

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### 1.0 POLICY

The laboratory operations of this facility shall be conducted in a safe, responsible manner and in accordance with documented standard operating procedures unless those procedures are contrary to a specific study protocol. Primary importance shall be placed on worker safety and quality performance.

### 2.0 SAFETY RULES

1. Know the location of all the fire extinguishers and how to use them. Fire extinguishers are inspected and maintained monthly. Fire escape routes are posted throughout the building; be aware of escape routes from your work area.
2. Under no circumstances shall there be horseplay in the laboratory.
3. Unauthorized persons should not enter the laboratory unless accompanied by authorized personnel.
4. There shall be no smoking, eating or drinking in the laboratory; signs shall be posted to this effect.
5. No open-toe shoes or shoes constructed with open weave material will be worn.
6. Lab coats are provided for personal safety and should be worn during any extended laboratory procedures or any procedures involving laboratory chemicals or solvents.
7. Safety glasses or goggles shall be worn at all times in laboratory.
8. Latex gloves should be worn during any procedure involving laboratory chemicals or solvents.
9. Any injuries, regardless of how minor, must be reported to the Plant Manager. A First Aid Kit is permanently mounted in the laboratory (not Administrative) area.
10. To determine the odor of a liquid, fan a little vapor with your hand toward your nose. This avoids choking and possible injury to the lungs if the liquid has a strong odor.
11. When mixing water and acid, ALWAYS pour acid into the water. NEVER pour water into acid.
12. Laboratory procedures involving the use of dusty materials, caustic liquids and chemicals with high volatility properties must ALWAYS be performed in a fume hood. Material Safety Data Sheets should be reviewed for unfamiliar substance to determine any special precautions.  
  
CAUTION !! Under no circumstances shall a test involving flammable liquids (acetone, carbon disulfide, ether, etc.) be conducted in the fume hood while the Bunsen burner is lit or any sparks or open flame are present.
13. Never pipette anything by mouth; pipette bulbs are provided for this purpose.

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14. Quantities of flammable materials shall be stored in Flammable Storage Cabinet unless in safety cans. No more than one liter of flammable liquid shall be stored in wash bottles in a laboratory routinely. Wash bottles shall be properly labeled.
  15. Do not wear loose clothing when operating equipment with moving parts.
  16. Prior to the initiation of all laboratory procedures work surface areas shall be uncluttered and free of any visible chemical residue.
  17. All reagents, solutions, and chemical compounds in the lab area will be labeled to indicate identity, titer or concentration, storage requirements, date of receipt and expiration date. If no specified expiration date is supplied, a date of two years from date of receipt shall be considered the expiration date. Deteriorated or outdated reagents and solutions shall not be used. Always double-check the label before using any compound. Any compounds or chemicals that are not labeled should be disposed of in an appropriate manner.
  18. Police the work surface area at the conclusion of any laboratory procedure to ensure that it has been properly cleaned and restored to original state. All utensils should be clean and all work surface areas should be free of chemical residue. The equipment should be returned to proper storage area.

### 3.0 RESPONSIBILITY

All personnel using the lab shall read and adhere to laboratory safety rules. The Plant Manager shall maintain a properly stocked First Aid Kit.