

Chemical Hygiene Plan

Appendix D: Laboratory Safety Rules Template

Laboratory safety rules for working safely with or around hazardous materials, processes, and/or equipment are established at the laboratory level based on the specific hazards that are present. The purpose of the safety rules is to prevent exposures or injuries to personnel and student, or damage to equipment or facilities.

Instructional Laboratory Safety Rules

It is the responsibility of the instructor or laboratory coordinator to establish, communicate, and enforce lab-specific safety rules based on the hazards present. Suggested safety rules include:

Laboratory Attire		
Identify the appropriate attire to be worn in the laboratory based on the hazards present:		
<input type="checkbox"/> Long pants <input type="checkbox"/> Closed toe shoes <input type="checkbox"/> Long hair/loose clothing secured <input type="checkbox"/> Contact lenses are not permitted, or they are permitted with conditions: Enter text. <input type="checkbox"/> Other Enter text.		
Personal Protective Equipment		
Identify the appropriate PPE to be worn in the laboratory based on the hazards present:		
Standard PPE	Specialized PPE	
<input type="checkbox"/> Lab coat	<input type="checkbox"/> Rubber apron	<input type="checkbox"/> Chemical protective gloves
<input type="checkbox"/> Safety glasses	<input type="checkbox"/> Splash goggles	<input type="checkbox"/> Other Enter text.
<input type="checkbox"/> Disposable nitrile gloves	<input type="checkbox"/> Face Shield	
Basic Laboratory Rules		
Establish laboratory rules appropriate for the types of hazards present in the laboratory:		
<input type="checkbox"/> Eating, drinking, and applying cosmetics is prohibited. <input type="checkbox"/> Cell phones are not permitted to be used while working in laboratory to prevent contamination of phone and reduce distractions. <input type="checkbox"/> Personal belongings must be stored away from hazardous materials to prevent contamination. <input type="checkbox"/> Aisleways, exits, and emergency eyewash and shower must remain clear. <input type="checkbox"/> Notify instructor of spills immediately. <input type="checkbox"/> Properly store all hazardous materials and equipment. <input type="checkbox"/> Drain disposal is prohibited. <input type="checkbox"/> Properly dispose of all hazardous waste, sharps, and glassware. <input type="checkbox"/> Horseplay is prohibited. <input type="checkbox"/> Other: Enter text.		
Enforcement of Rules		
Describe how rules will be enforced in laboratory: Enter text.		

Research Laboratory Safety Rules

It is the responsibility of the principal investigator or laboratory manager to establish, communicate, and enforce lab-specific safety rules based on the hazards present. Suggested safety rules include:

Laboratory Attire

Identify the appropriate attire to be worn in the laboratory based on the hazards present:

- ☐ Long pants
- ☐ Closed toe shoes
- ☐ Long hair/loose clothing secured
- ☐ Contact lenses are not permitted, or they are permitted with conditions: Enter text.
- ☐ Other Enter text.

Personal Protective Equipment

Identify the appropriate PPE to be worn in the laboratory based on the hazards present:

Standard PPE

- ☐ Lab coat
- ☐ Safety glasses
- ☐ Disposable nitrile gloves

Specialized PPE

- ☐ Rubber apron
- ☐ Splash goggles
- ☐ Face Shield
- ☐ Chemical protective gloves
- ☐ Other Enter text.

Basic Laboratory Rules

Establish laboratory rules appropriate for the types of hazards present in the laboratory:

- ☐ Eating, drinking, and applying cosmetics is prohibited.
- ☐ Storage/use of food, beverages, or food-based appliances (i.e. coffee maker) is prohibited.
- ☐ Cell phones are not permitted to be used while working in laboratory to prevent contamination of phone and reduce distractions.
- ☐ Personal belongings must be stored away from hazardous materials to prevent contamination.
- ☐ Aisleways, exits, and emergency eyewash and shower must remain clear.
- ☐ Clean up spills immediately.
- ☐ Properly store all hazardous materials and equipment.
- ☐ Drain disposal is prohibited.
- ☐ Properly dispose of all hazardous waste, sharps, and glassware.
- ☐ Other: Enter text.

Working Alone

- ☐ Working alone is permitted with following restrictions/precautions: Enter text.

Unattended Experiments

Identify restrictions/precautions to be taken for unattended experiments involving hazardous materials:

- ☐ Close fume hood sash
- ☐ Place notice on sash with contact information
- ☐ Notify other laboratory occupants
- ☐ Other Enter text.

Prior Approval

Identify when approval of principal investigator is required:

- | | |
|---|--|
| <input type="checkbox"/> Purchase of new hazardous materials | <input type="checkbox"/> Deviation from standard operating procedure |
| <input type="checkbox"/> Scale-up involving hazardous materials | <input type="checkbox"/> Other Enter text. |

Enforcement of Rules

Describe how rules will be enforced in laboratory: Enter text.