

Appendix 9-A

Cole Science Center Summary of Laboratory Safety Manual Rules and Procedures

This reference sheet summarizes some of your responsibilities while working in the labs. *Before working in the laboratory areas*, students, staff, and faculty should read the Laboratory Safety Manual, and sign the acknowledgment form stating that you have read and understand the requirements of this Safety Plan, and will follow the protocol presented in it.

General Requirements

- Shoes (closed-toe only) and appropriate clothing must be worn. Sandals or bare feet are not allowed. If this guideline is not being followed, you will be asked to leave the lab to acquire appropriate clothing.
- No eating, drinking, or preparing food in the laboratory. Smoking is not allowed anywhere in Cole Science Center. Food found in the labs will be removed from the lab.
- Gloves and other personal protective equipment must be removed before leaving the lab, and should not be worn in classrooms, hallways, offices or copy rooms.
- Be sensible and work carefully. Conduct your activities in a safe and responsible manner. Pay attention to what is happening around you.
- When in doubt, ask for help. Do and use only those things for which you have been trained.
- Use the buddy system; conduct all lab work with someone else present.
- Know where safety equipment is located and the procedures for using it (e.g., fire extinguishers, drench showers and first aid kits).
- Observe all signs.

Prior to working with the following, read the Laboratory Safety Manual, Sections 1 and 2, and the appropriate sections as identified below. Consult your instructor regarding your plans, personal safety and disposal procedures:

- Hazardous materials - (Sections 3 and 4)
- Biological Materials - including potential biohazards, human or animal body fluids, microbiological pathogens, infectious materials, DNA/RNA, or laboratory animals. (Section 5)

- Radioactivity – May not be used in CSC. (Section 8.1)
- Compressed Gases and Electrical Equipment - (Sections 2.6-2.7 and 4.2.2)

All laboratory users are responsible for the following:

- Plan your lab work; walk through each step of your experiment before actually using materials.
- Review the Material Safety Data Sheet (MSDS) for what you will be using; know its potential hazards (e.g., chemical, biological, radioactive). Binders of MSDS's are located at the north end of the 2nd floor of Cole Science Center. (Section 2.3)
- Use personal protective equipment (PPE) appropriate for the task. Wear the personal protective equipment (safety glasses, gloves and lab coats) recommended in the MSDS or by the instructor when working with any materials that could splash, break (e.g., glass), explode, or are hazardous on contact. Promptly replace PPE and clothing suspected of being contaminated with clean materials. Remove all personal protective equipment before leaving the lab area. (Section 2.4.2)
- Safety glasses are required to be worn by all laboratory users when performing, observing, or supervising operations where there is a possibility of injury to the eyes and/or face. Wearing contact lenses is highly discouraged when working with or near chemicals, particularly solvents. (Section 2.4.1)
- Work in a hood when working with hazardous, volatile or odorous materials, when heating materials or when conducting reactions that release gases. (see Section 2.5)
- Prevent reactions and splattering by slowly adding more concentrated solutions to less concentrated solutions (e.g., add acids to water) while stirring gently.
- Do not leave reactions or projects unattended; put things away before leaving. Activities and projects not involving hazardous materials can be left out in clearly designated and labeled areas, provided they do not interfere with fire safety issues, or impact space needed for classes or general work areas. Reserve these areas with the Lab Manager prior to use.
- Clean up promptly, properly disposing of all waste materials. Do not put soil or plant material down the drain. Hazardous wastes and biohazards may not be disposed of in the general trash or down drains. (Section 3.3 for disposal of hazardous materials; Section 5.2 for biohazard materials)
- Avoid inhaling fumes of any kind. Work in a fume hood if fumes or gases may be generated (Section 2.5).

- Close all chemical containers firmly, label and put them away after use. Labels should include your name, the date, the contents and any associated hazard warnings. Select a storage area with your instructor or the Lab Manager.
- Dispose of chemical wastes into the appropriate waste containers. Ask for assistance! Separate solids and liquids. Aqueous, organic, acid and basic wastes must be disposed of separately. Write additions (all chemicals) on the waste container label.
- Notify your instructor or the Lab Manager of any potential hazards in the lab.

Accidents and Emergencies

The following basic steps apply to ALL emergency situations:

- 1. Worry about personal safety first.** The first priority in an emergency response is the protection of life and health.
2. Make sure everyone in the immediate vicinity is aware of the problem and safe from being hurt. Call for assistance and notify others. Move everyone away from the site of the accident.
3. If someone is injured or there is an accident, call ext. 5555. The Lab Manager must be notified of all spills and accidents. This notification is important, to assure that people are properly treated and to assure that spills are properly cleaned up.
4. Pull the box alarm to evacuate the building if the emergency cannot be contained or if there is any doubt as to the severity of the situation. Contain the emergency only if it can be done without causing harm to yourself or others.
5. Evacuate the building using the stairs; stairwells from the CSC are located at the north and south ends of the building. Do not use the elevators. Close any doors behind you. After leaving the building, assemble on the front lawn directly to the east of the CSC (towards the front drive and bus stop), at a safe distance from the building. Do not re-enter the building under any condition until the Campus Police Officer gives the all clear sign.

EMERGENCY TELEPHONE NUMBERS	
EMERGENCY and EMT dispatch	Extension 5555
Campus Police	Extension 5424
Environmental Health & Safety	Extension 6620
Lab Manager	Extension 5386

Clothing Fires

If a persons hair or clothing catches on fire, have the victim:

- **STOP** - do not run; this will only enhance the fire.
- **DROP** - to the floor and cover the face with the hands.

- **ROLL** - to put out the flames. Fire blankets can also be used to put out flames.
- **Call ext. 5555** to report the fire and begin the emergency response process.

Emergency Equipment Locations		
Eyewash	Showers	First Aid Kits
North and South ends of 2 nd & 3 rd floors	North and South ends of 2 nd & 3 rd floors	North and South ends of 2 nd & 3 rd floors
Basement B-2	Basement	
1 st floor Environ. Sci/Prep Room	1 st floor Environ. Sci/Prep Room	

Chemical spills

1. Small non-hazardous spills (e.g., water or soil) should be cleaned up promptly.
2. Spills of corrosive materials (e.g., acids and bases) must be neutralized before clean-up. Ask for assistance. Untrained staff/faculty/students should not assist in clean-up efforts.
3. Other chemical spills or large spills should be referred to the lab manager or EH&S for cleanup.

Spills to the body

1. Immediately lead the affected person to an Emergency Shower, located at the south and north ends of the 2nd and 3rd floors, and in the basement.
2. Turn on by pulling the shower handle down.
3. Have them stay under the shower for 15 minutes or until medical assistance arrives.

Materials in the eyes

1. Immediately lead the person to the eyewashes, located next to the showers.
2. Place their face and eyes in the stream of the eyewash.
3. If necessary, aid the victim in holding their eyes open. Do not rub the eyes.
4. Flush the eyes for a minimum of 15 minutes or until medical assistance arrives.

This handout is a summary of the Hampshire College Cole Science Center Laboratory Safety Manual which:

(1) provides guidance for safe work practices and procedures to minimize potential exposure to chemical, radioactive and biological hazards; and

(2) defines the roles and responsibilities of laboratory users.

Complete copies of the Laboratory Safety Manual, presenting explanations and guidelines as to how the CSC should operate on a daily basis, are available at the north end of the second floor of Cole Science Center with the MSD cards and other reference materials in the Natural Science Office on the 3rd floor or from the Lab Manager.