



## **General Laboratory Safety Rules**

### **Before Lab Work, Get to Know:**

- Hazards of materials & agents and their prescribed safety procedures
- Emergency spill procedures, use of adsorbents and disinfectants
- Designated escape route and alternate emergency exits
- Location of fire extinguisher, emergency eye wash and shower, first aid kit, and spill
- kits
- Emergency telephone numbers and reporting procedures:
  - For emergencies requiring internal assistance call: 3000
  - For emergencies requiring external assistance call: 911

### **Before or When Working in the Lab:**

- Mandatory: Obtain and maintain up-to-date your certification for the Workplace Hazardous Materials Information System (WHMIS) Training for Laboratory Personnel <http://www.mcgill.ca/ehs/training/whmis>
- Obtain all appropriate Safety Training for equipment and materials you will use, including but not limited to [Introduction to Biosafety](#), [Laser Safety Training](#), [Principles of Laboratory Radiation Safety](#), [Safe Use of Biological Safety Cabinets](#):  
<http://www.mcgill.ca/ehs/training>

### **While Working in the Lab:**

- Wear shoes with full coverage and good grip soles (no shorts or sandals!)  
[http://www.mcgill.ca/files/ehs/form\\_lab\\_attire.pdf](http://www.mcgill.ca/files/ehs/form_lab_attire.pdf)
- Restrain long hair, loose clothing and jewelry
- Use appropriate eye, skin, and hand protection (e.g. lab coats, safety glasses,
- gloves)
- No food, beverages, tobacco products, or application of cosmetics in the lab

- Handle unknown materials as if they were hazardous
- Handle volatiles in a fume hood
- Use mechanical transfer devices (e.g. pipetting aids; no mouth pipetting)
- Label and store all chemicals appropriately (some EHS certified abbreviations are permitted)
- Minimize clutter, keep lab and bench tidy, dispose waste regularly
- Report all accidents, injuries, fires, spills, close calls to your immediate supervisor using appropriate forms  
(<http://www.mcgill.ca/ehs/forms/forms/accidentincidentreport>)

### **Before Leaving the Lab:**

- Turn off:
  - Gas
  - Water
  - Power supplies
  - Vacuum lines
  - Compression lines
  - Heating apparatus
- If necessary, identify and package waste, dispose properly
- Lock/out and tag/out defective equipment
- Decontaminate work surfaces and equipment
- Leave lab coat and gloves in the lab
- Wash hands
- Close and lock door

### **Regular Lab Safety Checks:**

- Acids and solvents must be stored segregated in storage space under fume hood or solvent cabinets. Do not store them on the working surface of the fume hood.
- Store flammables in approved safety cans or cabinets, segregate from oxidizing acids and oxidizers.
- Purge emergency eye wash (weekly, document on signup sheet next to the eye wash)
- Check accessibility of emergency showers and eye washes
- Check that first aid kit is complete
- Check fume hood for proper operation
- Check tubing, pressurized connections, gas
- Check chemical storage

- Regularly review the types of hazards in the lab (chemical, physical, biological, ergonomic, mechanical)

### **Safety Aspects handled by PI or Lab Manager:**

- Post appropriate safety signs (<http://www.mcgill.ca/ehs/forms/signs/>)
- Make sure the MSDS sheets are accessible and up to date
- Label lab entry with "Lab ID Cards"  
(<http://www.mcgill.ca/ehs/forms/posters/infocard/>)
- First aid kit must be accessible and complete in each lab
- If refrigerators or freezers are situated in hallways, they need to be equipped with a lock
- Post "First Aid Poster"  
([http://www.mcgill.ca/files/ehs/form\\_first\\_aid\\_poster.pdf](http://www.mcgill.ca/files/ehs/form_first_aid_poster.pdf))
- Post "Cold Room Sign" on cold rooms  
([http://www.mcgill.ca/files/ehs/signs\\_for\\_cold\\_room\\_doors.pdf](http://www.mcgill.ca/files/ehs/signs_for_cold_room_doors.pdf))
- Individual labs may have additional safety rules according to the nature of the lab
- For a more detailed guide see:  
<http://www.mcgill.ca/ehs/laboratory/labsafety/>

---

Date

---

Supervisor (Print) Supervisor (Signature)

---

Student/Postdoc/Technician (Print) Student/Postdoc/Technician (Signature)