

TP0: Hygiene and safety in the laboratory

1. Good laboratory practices

The display

At the entrance of each laboratory, a poster indicates:

- The name of the laboratory and its contact details
- Safety instructions, warnings and dangers
- The people responsible

The elemental principles **Please protect**

- Wear safety glasses at all times.
- Replace contact lenses with corrective lenses (corrective lenses are not safety glasses).
- Wear protective gear and proper attire.
- The lab coat must stay in the lab and at all times store separately from street clothes.
- Expose yourself to dangerous products as little as possible.
- Avoid working alone and especially outside normal hours.

Work cleanly

- Separate the clean writing and reading areas from the handling areas. Do not wear gloves in clean areas.

Prevent accidents

- Avoid sudden movements, walk instead of running.
- Smoking, eating or keeping food in laboratories is to be avoided. Food should never be in contact with glassware, utensils or laboratory equipment.
- The laboratories are reserved for authorized persons only.
- Wash your hands when leaving the laboratory and before consuming food (outside the lab).

2. The preparation of the work in the laboratory... What should I know?

What I work with

- The hazards and risks related to my work and the hazardous materials used.
- The personal protective equipment to use.
- The safety rules and procedures applying to my work.
- The functioning and proper use of equipment.

Know the places and prevent accidents

- The location and use of each piece of emergency equipment (fire extinguishers, emergency shower and eyewash, first aid and spill response kit and how to obtain assistance.
- The evacuation path and the location of the assembly point.
- Procedures in the event of a spill or an emergency.

3. During work in the laboratory... What behavior should I adopt?

Being responsible

- Follow the safety rules and procedures that apply to my work.
- Obtain approval for new experiments and modifications to experimental protocols.
- Pay attention to others and do not harm their work.
- Stay focused: avoid music or multitasking involving cell phones, smartphones, tablets, etc. (SMS, social networks, etc.).
- Perform work involving hazardous materials under a fume hood or biological safety cabinet (BSF) and ensure that it is functioning properly.
- Ensure proper management of hazardous materials, as well as residual materials.
- Do not leave an experiment unattended unless it is safe.
- Ensure access to safety data sheets (SDS). ➤ Treat unknown materials as hazardous.
- Be extra careful with large quantities.
- Put away dangerous materials or substances immediately after their use.
- Identify the contents of all containers in a clear and legible manner.
- Wear appropriate clothing, long hair and closed shoes with an adherent sole. Sandals and fabric shoes are prohibited (risk of absorbing hazardous materials). Work without jewelry.
- When wearing the religious scarf on the head, it must be properly tucked into the lab coat and made of non-synthetic or fire-resistant material.
- Keep the premises clean: tidy up what is not needed. Do not leave bottles on the floor, or a cabinet or drawer carrier open.
- Keep emergency equipment, entrances and exits clear at all times. ➤ Comply with the rules concerning the transport of dangerous goods.

4. Before leaving the laboratory... What should I remember?

Leave the places clean and functional

- Identify any assembly left unattended (description of the experience, products used and hazards) and leave your contact details nearby to reach you in case of a problem.
- Close heating appliances, electricity, water, gas and compressed air pipes and vacuum lines.
- Perform cleaning of the premises: device or work area.
- Store equipment and unused devices in their respective storage areas.
- Label, package and dispose of all waste according to proper procedures.
- Remove or identify all damaged devices (have them repaired or replaced).
- Leave the protective equipment in the laboratory (glasses, coats, gloves, etc.).
- Lock the laboratory door at the exit.

Hygiene

- Wash your hands (for yourself and for others).

5. Working alone and/or outside of normal hours (NOT recommended!) ➤

It must be authorized by the supervisor.

- It must not or as little as possible involve dangerous handling. Ensure that the necessary measures are taken to ensure that someone is aware of your presence in the laboratory and that there is a one-time check (by phone or person) on your safety. Ask the Public Protection Service.
- If your lab door does not have a large window, leave it open to indicate your presence.