

## Safety Rules and Information

Health and safety are paramount values in Austin Community College (ACC) science courses. In this course you are expected to: (1) understand and comply with environmental, health and safety regulations and procedures, and (2) conduct yourself professionally. Anyone who thoughtlessly or intentionally jeopardizes the health or safety of another individual will be dismissed from the activity and may be withdrawn from this class or subject to disciplinary proceedings. You will receive specific safety training before most activities. If you are late and miss this training, you will not be able to participate in the activity. You can read the complete ACC science safety policy at: [http://www.austincc.edu/sci\\_safe/](http://www.austincc.edu/sci_safe/).

### Emergencies

- **Any Emergency** - call ACC Police Dispatch from an ACC Phone at **222**, or from a mobile or other phone at **223-7999**, as soon as possible. Tell the dispatcher that you are at the \_\_\_\_\_ Campus in Room\_\_\_\_\_.  
Location of nearest ACC phone: \_\_\_\_\_
- **Fire** - pull the nearest fire alarm located: \_\_\_\_\_
- **Evacuation** - if evacuation is necessary, go to the designated rally point away from this building and report to your professor.  
Directions to nearest exit: \_\_\_\_\_  
Location of rally point: \_\_\_\_\_

### Safety Equipment and Information

- **Chemicals** – information about chemicals for this laboratory are in a Material Safety Data Sheet (MSDS) notebook located: \_\_\_\_\_
- **Emergency Gas Shut-Off** – if there is a natural gas leak or fire, shut off the gas immediately at the switch located: \_\_\_\_\_
- **Fire extinguisher** locations: (1) \_\_\_\_\_  
(2) \_\_\_\_\_  
To use a fire extinguisher: first rotate, then pull the pin in the handle and squeeze the handle while pointing the nozzle at the base of the flame.
- **Fire blanket** – if you are on fire: stop, drop and roll. Let someone else get the fire blanket located: \_\_\_\_\_
- **Eyewash** – if a chemical is splashed or rubbed into your eyes you must use an eyewash for at least 20 minutes with your eyes held open. Someone will help you with this.  
Eyewash location: \_\_\_\_\_
- **Safety Shower** – if a significant quantity of a chemical, especially an acid or base, is spilled on you, then you must stand immediately under the safety shower and pull the handle. The professor will evacuate the room and close doors so that you can disrobe while showering for at least 20 minutes. Someone of your gender will be asked to stay to help you, and provide you with a towel and clean clothing after the shower.  
Safety shower location: \_\_\_\_\_

- **Electrical shock** - if someone is experiencing electrical shock touching wires or equipment, use non-conducting material, such as a meter stick, to pull them away from the electrical source.
- **First aid kit** - only minor cuts and burns will be treated in this laboratory. Serious injuries must be treated in a medical facility. Emergency Medical Services (EMS) will be called if you are injured and are unable to take yourself to a medical facility.

First aid kit location: \_\_\_\_\_

### **Dress code and personal protective equipment (PPE)**

- You must wear:
  - Closed-toed shoes when chemicals are used.
  - Long pants or skirts (below the knee), if directed by your professor, for laboratory activities involving chemicals.
  - Goggles or safety glasses marked ANSI Z87.1 when chemicals are being used in laboratory or field activities.
  - Protective gloves when they are require for an activity.
- You must tie back long hair when working with chemicals.
- Wearing contact lenses when working with chemicals is strongly discouraged. Students wearing contact lenses must wear safety goggles instead of safety glasses.

### **Laboratory conduct**

- Follow all procedures in manuals and handouts, and instructions given by the professor or laboratory technician.
- Place power cords so that people will not trip over them and disconnect them by pulling on the plug, not on the cord.
- DO NOT:
  - Horse around or perform unauthorized experiments.
  - Place liquids near computers, keypads, or other electrical equipment.
  - Touch bottles or containers of chemicals unless instructed to do so.
  - Eat, drink, or chew (tobacco or gum) when chemicals are being used.
  - Bring drinks or food (even in closed containers) into the lab when chemicals are being used.
  - Pipette by mouth, taste chemicals, or directly smell chemical fumes.
  - Block walkways with a backpack, coat or other personal items. Follow instructions for their temporary storage. Bring as few items to the lab as possible.

### **Laboratory hygiene**

- Always assume that chemicals in this laboratory may be corrosive or irritating. If chemicals come in contact with your skin, wash the affected area immediately.
- Close lids on containers of chemicals immediately after use.
- Clean up your laboratory table before leaving.
- Do not return equipment to storage unless directed to do so.
- Wash hands after leaving the laboratory if you have used chemicals.

## **Labeling**

- Label containers or test tubes if you are using more than one container of chemicals.
- Immediately inform the professor or laboratory technician if a chemical label is damaged in any way, or if you encounter an unlabeled container of liquid or powder.
- Read all labels on equipment and chemicals, and pay attention to hazard information.

## **Waste Disposal**

- Ask the professor or laboratory technician how to dispose of chemicals or sharp objects.
- DO NOT:
  - Put excess chemicals back into original containers.
  - Dispose of chemicals or waste liquids down the drain or into the environment unless specifically authorized by the professor or laboratory technician.
  - Dispose of broken blades or broken glass in the trash.

## **Disease**

- Blood-borne diseases, such as HIV and hepatitis, can be transmitted from person to person through contact with human blood and other body fluids.
- Follow these Universal Precautions whenever exposure to human body fluids is possible:
  - Consider all body fluids (such as saliva or blood) as potentially infected.
  - Do not touch or come into contact with anyone else's body fluids.