

# Chemistry Right-To-Know Training Syllabus

## Personal Protection

1. **Safety goggles are required by state law** and should be worn for all experiments unless instructed otherwise. You only have one set of eyes for your entire life. Protect them! Goggles are provided for you. You may optionally purchase your own goggles from the bookstore. Other goggles may be allowed with the instructor or lab manager's approval.
2. **Wear shoes** to cover your feet to protect from spilled chemicals or dropped objects. Do not wear loose, dangling sleeves, necklaces, or bracelets. Long hair should be pinned or tied back.

## Fire Protection and Other Safety Equipment

3. Learn the locations of the **fire blanket, fire extinguisher, emergency shower, eyewash,** and other safety features in the laboratory. Become familiar with their operation.
4. Learn which **exits** to use in an emergency. Keep the aisles free from obstructions such as coats and bags. Push your chair in when you leave your workstation, even temporarily.

## Injuries and Blood

5. Conduct only authorized experiments and no horseplay in the laboratory. Accidents have been known to happen when fooling around.
6. Report any injuries to your instructor, including minor cuts and burns.
7. Students are **not** to clean up any blood spills. If blood is spilled **notify the instructor** or lab manager immediately.

## Chemical and Equipment Handling

8. Learn the location of **chemical MSDS sheets** for the chemicals used in each experiment. These sheets explain the risks and hazards of all chemicals used in the lab experiments.
9. **Clean up all chemical spills** immediately. If you are unsure how to handle a specific spill contact your instructor or the lab manager. Learn the location of the laboratory's chemical **spill kits**.
10. When heating anything in a test tube, always **point it away** from yourself and others.
11. **Never leave a burner unattended.** Always turn the burners off when not in use.
12. **Food, beverage, candy,** etc. are **NOT ALLOWED** in the laboratory. No exceptions.

13. Always **wash your hands** before leaving the laboratory.
14. Never return unused chemicals to a reagent bottle. They should be discarded into a proper waste container. Mistakes here may have disastrous consequences. **Get in the habit of taking only what you need.**

### Waste Disposal

15. **Place chemical wastes into the correct waste container** when each lab is completed. Your instructor will explain the correct disposal method for each experiment's waste before lab begins on the given day. Replace the lid to the waste container after use.
16. **Place all broken glass into the designated broken glass container.** Do not throw broken glass into the garbage. This will prevent cuts that may be caused by reaching into the garbage.

### Common Sense

17. Use common sense while observing all safety rules, posted and unposted, in the laboratory. This will contribute to a safe working environment for all individuals working in the laboratory.
18. Always remember, **safety first!**

### Housekeeping Rules

19. **Clean your used glassware THOROUGHLY** and return it to the drawer to dry (not on the bench top). Scrub with Alconox and tap water, then rinse sparingly with deionized water.
20. Throw away all paper towels, weighing paper, etc. when you are finished. The **bench top should be clean and clear** when you leave. Use tabletop cleaners as necessary.
21. All special supplies and chemicals should be returned to **wherever the chemical or supply was found.**
22. If you are missing glassware or equipment in your drawer or cabinet, please **ask your instructor** to help you find a replacement for the missing piece. **DO NOT go to other drawers to find supplies.**
23. Proper laboratory housekeeping is worth 5 points for the semester. Your instructor will periodically check your work area (unannounced) after you have left lab for the day and give you credit for good housekeeping or mark you off if your housekeeping skills need to be improved.