



Department of Chemistry
2398 Euclid Avenue, Cleveland, Ohio 44115

Laboratory Safety Agreement

1. I agree to not work alone in the lab.
2. I agree not to perform any experiments which have not been authorized.
3. I agree to wear a lab coat and safety goggles at all times in the lab (**NO CONTACT LENSES!**).
4. I agree to wear gloves when manipulating chemicals. I will exchange my gloves following direct contact with chemical spills and/or contaminated surfaces.
5. I agree to wear clothing that covers and protects my body. Long pants are required for each lab period. Shorts and skirts are not allowed in the lab.
6. I agree to wear footwear that does not allow for any exposed skin. Open-toe, ballet, or flat shoe must be worn with socks. Sandals, flip-flops, and high heels are not allowed in the lab.
7. I will familiarize myself with the location of exits and safety equipment in the lab (safety showers, eyewash stations, fire extinguishers, spill kits, first aid kits, etc.).
8. I will familiarize myself with others working near me and the hazards associated with their experiments. I will communicate with others and make them aware of the hazards associated with my work.
9. Long hair must be kept tied back.
10. I will keep personal belongings not used for my experiments (bags, handbags, coats, and/or jackets) in designated areas off of the floor and out of corridors.
11. Electronic devices, including cell phones are not allowed on the bench during experiments. **KEEP IT IN YOUR BAG NOT IN YOUR POCKET.**
12. I agree not bring any food or drinks into the lab (**Small tables located outside the lab have been designated for food and drinks**).
13. I will familiarize myself with the hazard documentation (Material Safety Data Sheet (MSDSs) or Safety Data Sheet (SDSs) regarding the chemicals to be used in an experiment.
14. I will not place any glassware, chemicals, or miscellaneous objects into my mouth.
15. I understand smoking is forbidden in the laboratory.

16. I will not use flames in the presence of flammable substances.
17. I will handle all hazardous or volatile chemicals in a fume hood.
18. I will keep my work area clean at all times. Spills will be notified immediately to the instructor.
19. I will perform a visual inspection on all equipment and glassware prior to each use.
20. I will never leave an experiment in progress unattended.
21. I will dispose of all waste material following the proper procedure.
22. I agree to use the appropriate equipment when handling hot objects.
23. I will immediately report defective equipment to the instructor so it can be repaired.
24. I agree to handle chemicals with caution; consequently, I agree to:
 - a. Read the label carefully before use;
 - b. Double check to insure the proper reagent is being used;
 - c. Use clean and dry scooping and measuring equipment.
 - d. Use only the amount prescribed;
 - e. Never return unused reagents to the primary container;
 - f. Return all the reagents to their proper places;
 - g. Clean up all spills immediately as they occur; and
 - h. Label the glassware used to hold reagents as to their proper content.
25. I will notify my instructor of chemical sensitivities, allergies or other health issues (such as medications or pregnancy) that might require reduced exposure to certain chemicals.
26. I will immediately report all accidents involving injury, no matter how trivial, to the instructor.
27. I will immediately report all accidents involving spilled chemicals or broken glass, no matter how trivial, to the instructor.
28. In case of direct chemical contact with skin, I will wash abundantly the affected area with running water. Additional actions may be required.
29. I will wash my hands with water and soap before I leave the lab.

FOR TEACHING ASSISTANTS:

33. I understand enforcing the Safety Agreement is part of my responsibility as teaching assistant of the Chemistry Department. Therefore:

- a. I will ensure the students follow the safety agreement at all times.
- b. I must teach by example; Moreover, I will myself follow this safety agreement at all times.
- c. Any safety concerns or observed breakage of safety rules will be immediately communicated to the faculty in charge the course, the laboratory managers, the department safety officer and the Chemistry Department Chairperson, so corrective measures can take place.
- d. I understand my Teaching Assistant Contract will be rescinded if proved I had failed to fulfill the safety requirements.

Name: _____

CSU ID: _____

Date: _____