

General Laboratory Safety Guidelines

The following guidelines on laboratory safety aim to ensure appropriate health and safety measures are taken when students are at work in laboratories.

- Do not enter any laboratory and preparation room without permission. No student is allowed to work alone in the laboratory;
- Students are disallowed to conduct any unauthorized experiments in the laboratory;
- All exits and passages should be kept clear and students should place their belongings properly when the laboratory is in use. Students should familiarize themselves with the routes of escape;
- Each laboratory may have its own guidelines for conducting experiments and class practices. Students are required to strictly follow these additional guidelines set up by individual laboratories and the instructions from the technical staff of the laboratory or the responsible academic staff;
- Know the location of and how to use the emergency equipment (e.g. first aid box, emergency shower and eyewash, only use fire-fighting facilities when your escape route is blocked by fire) in your area, as well as how to obtain emergency assistance;
- Know the types of and properly equip with personal protective equipment (e.g. eyes and hand protection) and use the appropriate equipment for the experiment;
- Know the potential hazards of the chemicals / dangerous goods before use and take appropriate precautions. For those chemicals / dangerous goods that you are not familiar with, consult your lecturer;
- Eating, drinking, smoking, cooking and storing food and beverage are prohibited in laboratory;
- Freezers, refrigerators, glassware or containers which have been used for laboratory operations should not be used to prepare or keep food or beverages;
- Keep the laboratory clean and tidy;
- Do not use mouth to operate pipettes or to start a siphon; a pipette filler should be used;
- Confine long hair, loose clothing and ornaments when in the laboratory;
- Never distract or startle other students and workers. Practical jokes or horseplay in the laboratory cannot be tolerated at any time;
- Label all containers of chemicals / dangerous goods in temporary use during an experiment;
- Avoid exposure to gases, vapours and aerosols. Use appropriate safety equipment and work in fume hood whenever such exposure is likely;
- Report chemical or micro-organism spill to your lecturer, if happens;
- Follow statutory requirements of chemical and biological waste disposal;
- Always wash your hands and forearms with soap and water before leaving the laboratory; and
- Evacuate from the laboratory in case of fire or accident and report the case to your lecturer immediately.