LABORATORY REGULATIONS FOR THE ROOMS OF
THE ___________________________

(institute)

1. Areas of application

The laboratory regulations are applicable to all laboratory rooms of _______________. The regulations must be familiar to all users of the laboratory rooms, with the signature required (contact your supervisor and the laboratory technician). New workers will be instructed by their supervisor.

2. General Fundamentals

Fundamental to the laboratory regulations are the Operational Regulations for the Handling of Solid and Liquid Hazardous Substances, which are posted to be read in Room ______.

3. Emergency Telephone Numbers

Fire Department
Emergency Doctor
Accident Doctor

4. Safety Equipment

First aid lockers: position ____________________________
Eye washers: position ____________________________
Fume cabinets: position ____________________________
Fire blankets: position ____________________________
Emergency showers: position ____________________________
Fire extinguishers: position ____________________________

All laboratory users must make themselves familiar with the locations of safety equipment before beginning work.

5. Accidents

In the case of an accident, first aid should be immediately administered and, if necessary, the Emergency Doctor called. The following person(s) must be notified:

______________________________________ (Tel:___________________________)

(supervisor)
6. Hours of room usage

The laboratory rooms are only to be used during working hours. Outside working hours, usage is permitted only with the approval of the laboratory supervisor (special regulations are to be followed, a member of the institute must be within calling distance). No visitors are to be allowed into the laboratory rooms since no liability exists for persons not employed by the institute.

7. Eye Protection

Safety glasses must always be worn in the laboratory.

8. Breathing Protection

For all work involving harmful steam, gas or dust, the appropriate breathing protection apparatus must be worn (dust masks, breathing masks). Alternatively, the fume cabinets must be used.

9. Physical Protection

Laboratory clothing must be of a material that will not melt when heat is applied (e.g. cotton).

Laboratory coats are to be worn.

Contaminated items of clothing with must be immediately taken off and aired.

Appropriate gloves (rubber gloves, fire resistant gloves) must be worn when handling corrosive or very hot (oven) materials.

10. Fire Protection

On the outbreak of fire the supply of gas, electricity and air should be immediately cut off. Smaller fires may be suffocated by blanketing with a wet towel. Larger fires must be fought using fire extinguishers.

Burning clothes may be extinguished with the help of the emergency showers or better using a fire blanket thrown over the person (and under certain conditions by rolling on the floor).

11. Supply Connections (Gas, Water, Electricity)

All laboratory users are required to familiarize themselves with the mechanisms to turn off the water, gas and electricity.

12. Dealing with Materials Hazardous to the Health

The applicable operational regulations, which are posted in _____________________, give information on dealing with materials which can be hazardous to health. Directions that are important to the work must be understood before the work begins and be followed.
13. Storage and labeling

Potent poisons must be securely locked away (position: ___________________________).
All containers in which chemicals are stored must be clearly and durably labeled.

14. Pipetting by Mouth must be Completely Avoided

Pipettes with pipette balls must be used when dispensing liquids. Care must be taken when
diluting concentrated acids with water: Concentrated acids should be poured in an thin stream
into stirred water. Alkali hydroxides are to be added to stirred water in small amounts.

Substances which produce volatile, poisonous or otherwise hazardous gases when mixed with
water, acid, alkali or other materials should not be released into the drains.

15. Large Amounts of Flammable Materials

Large amounts of flammable materials are only to be stored in the chemical store specified for
this purpose (position: ___________________________), in unbreakable containers in the
security cabinets provided. Storage of these materials in corridors, stairways or hallways is
forbidden.

16. Working with Flammable Materials

The heating of flammable materials without constant supervision it totally forbidden. When
working with flammable material in thin walled containers, these must to be protected against
breakage or placed during use in safety basins filled with non-burnable adsorption material,
e.g. dry sand and large enough to trap the complete contents of the containers.

17. Heavy Loads

Safety shoes must be worn in the areas where heavy experimental apparatus is lifted and
moved. The laboratory technician involved must familiarize himself with the operational
instructions for the use of the lifting equipment.

18. High Pressure

Safety glasses are to be worn in the vicinity of apparatus under high pressure. High pressure
apparatus must be fitted with excess pressure release valves, the dimensions of which are
adequate to guarantee protection from bursting.

19. Laboratory-specific Instructions

Additional laboratory-specific instructions are to be followed.

20. Behaviour in the Work Areas
Laboratory rooms are work rooms and not common rooms. People are not permitted to stay in the laboratories if they are not working there. Each user is responsible for cleanliness, orderliness and their own safety. Individual access to a work area does not rule out the possibility that several others may be using the same work area at the same time. In such cases, mutual consideration, restriction to the necessary workspace and observation of cleanliness and orderliness are especially important.

Prior to the use of equipment it is absolutely necessary that the appropriate operating instructions are understood, or introductory guidance obtained. Damaged or defective equipment should be immediately reported.

After the completion of work, the work area and apparatus are to be left clean and the chemicals used returned to the chemical cabinet.

Before leaving the laboratory room, the windows as well as gas and water taps should be closed, electronic equipment excepting that permanently active (e.g. drying cabinets, refrigerators and freezers) turned off, the lights switched off and then the laboratory locked.

Disposal of chemical waste resulting from the work is to be performed by the user according to the regulations. (see the procedures for the collection of special waste in __________________________). Questions should be directed to the laboratory personnel.

21. Limitations

Should legal regulations or items in other individual regulations be above those laid down in these laboratory rules, the affected parts of the laboratory rules become invalid; the remaining part of the laboratory rules remain unaffected.

City name, __________________________

________________________
Signature of the manager
Check List:

- Emergency Telephone Number:
- Emergency Doctor:
- Fire Department:
- Ambulance service:

- Safety cabinet:
- Fume cabinet:
- Emergency shower:
- Eye washer:
- Alarm system:
- Fire extinguisher:
- Fire blanket:
- Dust mask:
- First aid lockers:
- Dry sand (non-burnable material):
- Chemical adsorption material:
- Laboratory clothing
- Eye protection and rubber gloves
- If possible, thermometer without Mercury:
- Laboratory regulations about hazardous materials (MSDS):