

NJIT General Laboratory Safety Rules

- Know the location of laboratory exits.
- Know the location and use of the safety showers and eyewashes.
- Know the location and use of fire extinguishers.
- Know the location of spill kits and how to use them, when available.
- Know the location of the nearest phone, which can be used in an emergency.
- Know the potential hazards of the materials, facilities, and equipment that you will work. If you are uncertain ask your instructor, your supervisor, or the Safety Department (contact details).
- Use the proper safety equipment for your procedure. This could include a fume hood, glove box, biosafety cabinet, splash guard, shield, or other equipment.
- Do not wear contact lenses in laboratories where chemicals are used.
- Wear eye protection in the laboratory. Splash goggles may be required for wet chemical work or work with dusts and powders.
- Wear personal protective gear where laboratory or experimental conditions dictate. This includes laboratory coats, gloves, and eye protection.
- Wear proper laboratory attire - clothes that protect the body against chemical spills, dropped objects, and other accidental contact. Therefore, bare midriffs, shorts, open toe shoes, sandals, flip flops, and high heels are prohibited.
- Confine long hair when in the laboratory. Remove or secure articles of clothing or jewelry that might become entangled in equipment.
- Do not eat, drink, smoke or apply cosmetics or lip balm in the laboratory. Do not store food or drink in the laboratory refrigerators, or use laboratory equipment for eating or drinking.
- Do not pipette by mouth. Use only mechanical pipette devices.
- Wash hands frequently when handling chemicals and before leaving the laboratory. Beware of contamination of clothing or of doorknobs, computer key boards, telephones, etc. Remove any protective gear before leaving the laboratory; this includes gloves and laboratory coats.
- Follow written protocols or instructions. Perform only authorized experiments. Do not move or disturb equipment in use without consent of the user.
- Do not work alone in the laboratory, particularly after hours.
- Do not play in the laboratory.
- Follow good housekeeping practices -- clean up as you go, and keep work areas, aisles and exits uncluttered.
- Do not deface labels on chemical containers. Make sure all container labels are closed and correctly identify their contents.
- Report all accidents and injuries immediately to your laboratory instructor or supervisor.
- Report unsafe conditions to your instructor, supervisor, or the Safety Department.

Additional Rules for Students

- Read and follow the Safety Rules listed previously.
- Know who is in charge of your laboratory and Safety Director.
- Perform only authorized experiments, and be sure you understand the procedures involved before you begin. If anything unexpected, dangerous, threatening, or unmanageable happens, immediately call your instructor.
- Do not use unfamiliar equipment without instruction and permission.
- Behave and dress appropriately for conscientious work in a potentially hazardous place.
- Never play in the laboratory.
- Report all accidents and injuries, however small, to your instructor.

Additional Rules for Instructors and Supervisors

- Take responsibility, in attitude and action, for the safety conditions of your laboratory.
- Observe all rules and see that they are enforced.
- Set an example by wearing protective equipment and by following proper laboratory procedures to promote safe work habits.
- Carefully review all laboratory experiments for possible safety problems before the experiments are assigned to students.
- Make both preventative and remedial safety measures part of your instruction. Be sure all students and laboratory workers are familiar with emergency procedures and equipment.
- Be alert for unsafe conditions. Inspect often and intelligently; take effective corrective action promptly.
- Assume responsibility for visitors and require that they follow the same rules as students and other laboratory workers.
- Keep a current file of publications on laboratory safety. Encourage its use. Review Safety Data Sheets (SDS) for materials used in laboratory protocols.

Waste Disposal

- Please ensure that all waste materials generated by your experiments are stored and labeled properly.
- Please contact the Safety Department at 973-596-3059 or at healthandsafety@njit.edu to review laboratory waste requirements
- Please contact the Safety Department at 973-596-3059 or at healthandsafety@njit.edu to make arrangements to have waste removed from you laboratory
- Waste removal forms are located at: <http://www5.njit.edu/environmentalsafety/ehs-forms/>

Emergency Notification

- In case of a minor incident or injury contact NJIT Public Safety at: [973-596-3111](tel:973-596-3111)
- Report all emergencies to NJIT Public Safety at: [911](tel:911)
- When contacting 911, make sure to mention your location at NJIT