

Rhode Island College



At Rhode Island College, we are committed to achieving the highest standards of Health and Safety.

Office of Environmental Health
and Safety

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Rhode Island College

Laboratory Safety

**Guidelines for Safely
Working in the
Science and Technology
Laboratories**

Rhode Island College

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Guidelines for Safely Working in the Laboratories



Use the buddy system when working with hazardous materials.

All personnel and students working in the Rhode Island College laboratories must adhere to the following policies:

1. No food or drink in the laboratory. This also means no cough drops, chewing gum, or smoking.
2. Do not apply cosmetics, including lip balm, in the laboratory.
3. Wash hands thoroughly before leaving the laboratory, even if gloves have been worn.
4. Do not work alone in the laboratory if the procedures being conducted are hazardous.
5. Never pipette by mouth; always use a pipette aid or suction bulb.
6. When performing work with hazardous materials, students should cover all exposed parts of their body to prevent unnecessary chemical exposure. Tie long hair back, and avoid loose clothing.
7. Always wear your safety glasses when working with chemicals or hazardous operations.

8. In case of a spill or accident:
 - a. Notify your lab manager or instructor immediately; and
 - b. Leave the area.
9. The following first aid procedures shall be initiated for skin or eye exposure:
 - a. Rinse the affected area extensively for at least 15 minutes (All labs are equipped with access to a safety shower and/or eye wash station);
 - b. Remove contaminated clothing; and
 - c. Contact the Campus Police (401) 456-8888, or call 911, for medical assistance.
10. Access to exits, emergency equipment, and utility controls should never be blocked.
11. Do not pour any materials down lab sinks.



Exercise caution when working with flammable materials.

12. Laboratory fume hoods and work areas should be kept clean and free of debris at all times.
13. When using the gas at your work station, notify your instructor. Never leave the gas valve open and unattended.
14. Use flammable materials with caution. Do not work with flammable materials around oxidizers, open flames, or other potential sources of ignition.

15. Know the location of the nearest:
 - a. Exit
 - b. Fire extinguisher
 - c. Safety shower
 - d. Eyewash station
 - e. Telephone
16. Know the different waste receptacles and their use:
 - a. Broken glassware – clean, uncontaminated glassware for disposal
 - b. Hazardous waste – chemicals, chemical mixtures, and contaminated gloves, debris, etc.
 - c. Biohazardous waste – waste containing bacteria, blood/bodily fluids, animal material, potentially infectious substances, and debris from work with biological materials.
 - d. Regular (municipal) trash cans – uncontaminated materials (paper towels, uncontaminated gloves).

Please contact the Office of Environmental Health and Safety for further information on Rhode Island College safety procedures.