



KOÇ ÜNİVERSİTESİ

LABORATORY SAFETY RULES

1. Always keep in mind that laboratories are serious work environments and avoid any act or behavior which may disrupt the laboratory order or cause danger
2. Written and oral instructions should be observed strictly and carefully.
3. Do not touch any experimental apparatus, chemical or other material and equipment unless you are authorized to do so by the laboratory supervisor.
4. Only work with permitted material and equipment.
5. It is prohibited to eat or drink at laboratories or to use laboratory equipment for such purposes.
6. Keep your hands away from your face, eyes and mouth. Wash your hands with soap and water after finishing your work.
7. Wear protective goggles.
8. Always keep your work area tidy and clean. Only work documents and written procedures/instructions can be brought in the laboratory.
9. All equipment and work area must be cleaned after completion of work. Equipment must be put back to their places.
10. Handle all wastes generated during your work in accordance with relevant instructions.
11. All accidents (fire etc.), injuries (burns, cuts etc.) and dangerous situations (damaged equipment etc.) must be reported to the laboratory supervisor.
12. Always keep in mind that all equipment and materials inside the laboratory can be dangerous. Do not touch or smell any chemical unless instructed to do so.
13. It is strictly forbidden to take out chemicals or equipment without authorization.
14. In case of an emergency situation, familiarize yourself with locations of safety equipment, emergency exits and actions that need to be taken during an emergency.
15. All glass equipment should be handled with care. Never use your hands directly to hold broken or hot/heated glass.
16. Always exercise extreme care when using matches, burner equipment or hot plate apparatus.
17. It is forbidden to wear contact lenses at laboratories.
18. Wear suitable clothing for laboratory activities. Long hair must be tied back, dangling jewelry and clothing must be secured. You must wear closed-toed shoes.
19. Laboratory coat must be worn during experiments.
20. You must obtain permission from laboratory supervisor before bringing new chemicals into the laboratory. Make sure you obtain the MSDS of the new chemical along with the chemical itself.