

FNR GENERAL LAB SAFETY RULES

Safety manuals are available on line <http://www.purdue.edu/rem/home/files/forms.htm> and hard copies are available in each lab.

No food or drink is allowed in the labs except in designated areas.

All lab workers are required to wear close-toed shoes and long pants or ankle-length skirts or dresses. Personal protective equipment specific to experimental protocols is also required.

Make sure you know the location of all eye wash and safety shower stations in your lab.

Make sure you are properly trained on any and all equipment before you use that piece of equipment.

Keep your lab space clean. Learn the hazards of each chemical before you begin working with it by viewing the Safety Data Sheet for that chemical. Clean up spills immediately. Broken glass should be cleaned up immediately and placed in the box for broken glass. Dirty dishes should be washed up in a timely fashion. Piling up dirty dishes around the sink areas constitutes a safety hazard. Blocking sinks with ice trays or inhibiting access to eye washes or safety showers is also a safety hazard.

All chemical containers (including water) should be fully labeled and kept closed when not in use.

All waste containers must be fully labeled with specific contents and kept closed when not in use.

All liquid containers (wastes included) must be fully labeled, closed when not in use and stored below eye level.

Chemicals and wastes should be stored properly as to type, *i.e.* acids, bases, aqueous, organics, oxidizers, etc.

FNR GHS Safety Data Sheets are located in the loading dock of Pfendler Hall as well as in individual labs.

The building emergency plan is available on the FNR shared W drive – W:/FNR Buildings/

Progressive Disciplinary Policy:

First offense: verbal warning and notice of need for corrective measures, documentation sent to employee's supervisor.

Second offense: written warning, letter detailing offense and corrective requirements provided to employee, sent to employee's supervisor and placed in personnel file.

Third offense: 1 week suspension from the lab, with letter and reason for suspension provided to employee, supervisor, and department head and placed in personnel file.

The Lab Manager or other safety officer reserves the right to stop any process or remove any person from the lab at any time if an immediate danger is perceived.