SAFETY AND HYGIENE REGULATIONS

General Safety and Hygiene Regulations for Laboratories

WORK HABITS AND PERSONAL HYGIENE

- **Keep** your workplace **clean and free from objects**. Do not leave personal objects on work surfaces.

- **Familiarise yourself** with the location of emergency exits and evacuation routes, fire extinguishers, and first aid equipment in your laboratory.

- **Find out what to do in the case of an emergency.**

- **Do not work alone in the laboratory.** If you have no option but to work alone, make sure the control centre knows that you are in the laboratory.

- **Do not wear contact lenses.** They can cause eye injuries if they are splashed or particles enter the eye.

- **Tie your hair back. Do not wear pendants, bracelets or wide sleeved clothing, etc.** They can cause injuries if they get caught in equipment.

- **Do not eat or drink** in the laboratory.

- **Wash your hands** after handling materials and before leaving the laboratory.

SAFETY SIGNS

- **Read and follow** the safety signs in your workplace. They inform you of specific hazards, obligations, prohibitions and emergencies.

- **Make sure that safety signs are always visible** and in good condition. Do not cover them or change their position.

- **If you do not know, ask what a safety sign means** before you act.
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PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Find out which PPE should be used in the laboratory before you carry out an activity or practical.
- Only use PPE that has CE marking.
- Read the product information booklet carefully before you use the PPE.
- Check the condition of the PPE before you use it. Withdraw any PPE that is faulty, flawed or damaged.
- Keep PPE in good condition. Store in a designated place.

WORK EQUIPMENT

- Do not use work equipment until you know how it operates, the relevant safety regulations, and how to act in case of an emergency.
- Visually inspect the condition of the work equipment and electrical components before use.
- Use independent plug sockets to connect each piece of equipment. Do not use extension sockets. Do not connect cables with electrical tape.
- Disconnect all work equipment safely at the end of the activity.

- Do not use work equipment connected to the electricity supply if it is wet or if you have wet hands.
- If you see any anomaly in the work equipment, disconnect it from the electricity supply and label it as faulty so that it is no longer used.

Revise your work habits to enhance your safety

For further information see: http://www.upc.edu/prevencio/ca/seguretat-higiene