

SAFETY AND HYGIENE REGULATIONS

General rules on health and safety in laboratories

WORK AND PERSONAL HYGIENE HABITS

- **Use the right personal protective equipment (PPE)** for each laboratory activity or practical.
- **Wear a lab coat (preferably cotton or a natural fabric), closed-toe shoes and long hair tied back.** Do not wear clothing or footwear that leaves skin exposed to injury from splashes or flying particles.
- **Wear tight-fitting sleeves and secure scarves and other accessories.** Do not wear dangling jewellery, long scarves or other accessories that may cause an injury if they get caught in equipment or due to electric shock, etc.
- **Keep your workplace clean and free from objects.** Do not leave personal items on work surfaces and keep the aisles free from objects.
- **Do not work alone** in the laboratory. **Do not eat or drink** in the laboratory.
- **Be aware of** the evacuation routes and emergency exits, fire extinguishers and first-aid kits in your laboratory.
- **Be aware of the emergency procedures in place.**
- **Wash your hands** after handling any material and before leaving the laboratory.

N.B. You are strongly advised not to wear contact lenses if you are handling chemicals that produce irritating or corrosive vapours. Source: Spanish National Institute for Safety and Health at Work (INSST)

SAFETY SIGNS

- **Pay attention to and obey the safety signs** in your workplace. They inform you about hazards, obligations, prohibitions and emergencies.



- **Keep safety signs visible** and in good condition. Do not cover them or change their position.
- If there is a **sign that you do not understand, ask what it means** before you act.

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PERSONAL PROTECTIVE EQUIPMENT (PPE)

- **Find out what PPE you need to wear** in the laboratory before starting work.
- **Always use CE-marked PPE.**
- **Read the PPE handbook carefully** before using the equipment.
- **Check that the PPE is in good condition** prior to use.
Remove defective or damaged PPE.
- **Keep PPE in good condition.** Keep your PPE in the storage area provided.



EQUIPMENT

- **Before starting work make sure that you know how to use and handle the equipment safely** and how to act in an emergency.
- **Visually inspect** equipment and electrical components before use.
- **Use separate sockets** to connect each piece of equipment. Do not use multiple sockets (adaptors). Do not use electrical tape to repair damaged cables (with exposed or cut wires) or to connect wires.
- **Make sure that the equipment is not wet before you plug it in.** Do not handle equipment with wet hands.
- **Unplug the equipment safely** when you have finished.



- **Switch off and unplug faulty equipment immediately.** Report the anomaly and remove the equipment so that no one else can use it.

Review your work habits to improve your safety.

For more information: <http://www.upc.edu/prevencio/ca/seguretat-higiene>