

SAFETY AND HYGIENE REGULATIONS

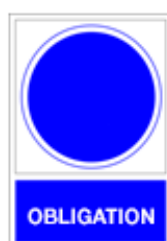
General Safety and Hygiene Regulations for Laboratories

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.** Keep the aisles free from objects.
- **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 or due to electric shock, etc.
- **Do not wear shorts, short skirts, sandals, open-toe shoes, etc.,** that is, do not wear clothing that exposes skin to prevent injuries due to splashing, flying particles and/or falling objects.
- **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>