BASIC SAFETY RULES FOR SCIENTIFIC LABORATORIES OF NCSR "DEMOKRITOS"





- 1. Do not smoke/eat/drink in the laboratory.
- 2. Do not leave any apparatus working in the lab without labelling it with your name, experiment type, probable caution remarks and an emergency phone number.
- 3. Do not carry out experiments after official working hours (07:00-17:00) without informing at least one worker present on the same floor.
- 4. Do not carry out chemical reactions/experiments in places not designated as laboratories (corridors, balconies, backyard).
- 5. Do not use flammable substances next to heated surfaces (e.g., hot plates).
- 6. Do not use bare flames in closed rooms filled with flammable fumes.
- 7. Do not move or store gas tanks without securing them with a protecting chain.
- 8. Do not throw chemicals or broken glass in the sinks or garbage cans.
- 9. Do not keep solvents and reagents in unsuitable places (on the floor, in the corridors, etc.) but store them in cabinets/shelves inside the laboratory area.
- 10. Do not touch, smell or expose your eyes to chemicals, solvents and anything in a bottle the nature of which is unknown to you.



- 11. You must check the bottle labels, the Merck Index or any other source for safety data of the materials handled.
- 12. You must ask your laboratory supervisor to outline to you all the dangers associated with the particular task you are asked to perform.
- 13. You must carry out all processes inside the fume hoods or laminar flow hoods or biosafety hoods, etc., as required.
- 14. You must use protective safety goggles in chemical laboratories and where else is necessary. Contact lenses are not allowed.
- 15. You must wear a lab-coat, suitable gloves and any other indicated protective equipment when and where is required. When you leave the lab, leave them inside.
- 16. You must know where the fire extinguisher, emergency phone number list and first aid kit are located in the lab.
- 17. You must dispose wastes off properly and according to the supervisor's instructions.
- 18. You must check/switch off all pieces of apparatus before you leave the lab.