

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.