

School of Chemistry Policy On Laboratory Etiquette

School Policy on Laboratory Etiquette:

All researchers must observe the following guidelines:

- Lab coats must be worn by researchers at all times while in laboratories.
 - Lab coats are available from Chemistry Stores.
- Respect others' projects/property/laboratory space as you would expect others to respect yours.
 - Never use equipment/apparatus belonging to another researcher without asking permission.
- Maintain a professional environment, use professional techniques and have a professional attitude toward others at all times.
 - Provide collegial support for colleagues.
 - Share knowledge and understanding.
 - Keep distracting noise to a minimum.
- Take responsibility for the facility and your colleagues.
 - The lab is our asset and we must all take the responsibility to maintain it, and the safety of our colleagues.
 - If you observe inappropriate behaviour, take responsibility and provide leadership in correcting it. Or, if appropriate, report irresponsible behaviour to your Supervisor, the Chief Technical Officer or the School Safety Coordinator.

Laboratory Rules:

These laboratory rules are aimed at both ensuring the safety of, and as a general courtesy to, all researchers in the School of Chemistry.

- Your lab space must be kept clean and well organised at all times.
 - Chemicals bottles must be capped unless being used.
 - Any chemical traces must be cleaned up immediately.
 - Used pipettes and gloves must be disposed of immediately.
 - Waste (standard and chemically contaminated) must not be allowed to accumulate.
- Eating and drinking is forbidden in all laboratory areas; this includes write-up areas located within laboratories.

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- The use of earphones/headphones is forbidden in all laboratory/write-up areas.
 - This is for the safety of all researchers.
 - These devices may hinder your ability to react fast and efficiently if a co-worker has an accident and needs your help.
 - It may also hinder your ability to react to various laboratory incidents (alarms etc).
- Mobile phones may not be used in the laboratory areas. They can be used in the write-up areas but please keep ring-tones at low volume.
- Lab coats and gloves:
 - Lab coats must be cleaned regularly.
 - All researchers must possess two laboratory coats each which are to be cleaned alternately (Chemistry Stores provides this service).
 - Wearing of lab coats outside of the laboratory areas should be kept to an absolute minimum and should only be done so when absolutely necessary (e.g. when transporting equipment/chemicals etc).
 - Wearing of lab coats in write-up areas should be limited; lab coats must never be worn while you are seated on the write-up chairs.
 - It is forbidden to wear laboratory gloves outside of laboratory areas/on door handles/in write-up areas/on computer keyboards/on phone handsets. Exceptional cases are the transport of chemicals (use of a secondary container is preferred) and contaminated waste.
- Running is not permitted in the laboratory areas.
- Space is limited. Have only what you need in your work space.
 - Coats, bags and other possessions should be placed where they cannot interfere with productivity
- Only those who have a legitimate reason to be in the laboratory should be there. Guests should always be provided with the necessary PPE (e.g. safety glasses and lab coat) and should be accompanied at all times.