

## General Work Practices

Teaching **good laboratory habits** is an important component of lab science courses. Here are some general work practices all students should be taught:

- Know emergency procedures – examples include evacuation, chemical spill, accident/injury and natural disaster.
- Never work in the lab without permission.
- Always work exactly as directed by the faculty member.
- Immediately report any spill, accident or injury to the faculty member.
- Always monitor the progress of your experiments.
- Never attempt to catch falling objects.
- Use care when handling heated materials. Hot glassware looks exactly like room-temperature glassware.
- Never point a test tube in an unsafe direction – for example – toward a classmate. Ideally, test tubes should remain in an upright position.



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- Never pipette any chemical by mouth. Use mechanical pipetting devices only.
- Keep flammable solvents away from open flames.
- Never leave open flames unattended.
- Always carefully lock-out the control valve that supplies flammable gas to Bunsen burners.
- Turn off all heating apparatus, gas valves and water faucets when through using them.
- Do not remove chemicals or equipment from the lab.
- Store coats, bags and other personal items in a designated area away from exits and where chemicals are used.
- Notify the faculty member of any sensitivities you have to chemicals.
- Keep the floor clear of all objects and chemicals.

