



Procedures for Laboratory Safety and Compliance
Laboratory Safety Agreement

Drake University embraces a culture of safety throughout campus. Some of the greatest risk of injury are present in science and pharmaceutical laboratories. To keep Drake students, faculty and staff safe and to assure the University is in compliance with regulatory requirements the following procedures are in place:

1. **Respect the chemicals:** Listen to instructions carefully. Review Safety Data Sheets prior to chemical use to assure understanding of risk of fire, exothermic reaction, burn or other injury. Never mix chemicals unless instructed to do so. Do not remove any chemicals from lab. Report all spills or injuries immediately to the lab instructor for additional guidance and help.
2. **Respect the laboratory:** No food or drinks are allowed in the lab. Headphones should not be worn during experimentation. Keep your workspace neat. Dispose of any broken glass or unwanted glassware in the "Glass Disposal" container. Clean up your area when lab is completed.
3. **Protect Yourself:** Personal protective equipment is required in the lab. Students must wear eye protection (Z87 rated safety glasses or goggles), lab coats when required by instructors, long pants and closed toed shoes. It is strongly recommended that all long hair be tied back and students wear cotton clothing to minimize chemical exposure and fire risk. Working alone in lab is prohibited. All students must work in teams and during normal building hours. Please program an ICE (In Case of Emergency) number into your cell phone.
4. **Find the Safety Resources:** Before beginning any lab, locate the following safety equipment: nearest exit, fire extinguisher, fire blanket, eye wash station, safety shower, SDS collection, chemical hygiene plan, spill kit, first aid kit, sharps container, waste containers for chemical waste, biohazardous waste and glass waste and the phone. Important Numbers to Remember: Public Safety: 515-271-2222 EHS: 515-271-3804
5. **Clean up Properly:** Do not dump ANY chemicals down the drain unless instructed to do so. Do not throw any chemical waste in the trash or evaporate it up the hood unless instructed to do so. Follow disposal instructions carefully to avoid chemical reactions and meet regulatory compliance requirements. If you have questions or are confused, ask for help.

I understand and agree to follow all of the procedures listed above to assure that I am safe and my fellow lab students are safe.

Name (print neatly): _____ ID # _____ Date: _____

Procedure Information

Prepared by: Chris Nickell, Director EHS
Initial Adoption Date: 03/07/19
Review Date: NA