

MEE'S LAB SAFETY RULES

1. Make sure you always follow the lab rules regarding the working hours, registration for using the lab, check-in/check-out and lab key usage. Get a written permission for staying in the lab during non-working hours.
2. Do not work alone in the lab.
3. Be sure to read all fire alarm, safety signs and follow the instructions in the event of an accident or emergency.
4. Make sure you are aware of where the lab's exits are located.
5. Make sure you know where your lab's safety equipment (e.g. first aid kits, fire extinguishers, and safety shower) is located and how to properly use it.
6. Know emergency phone numbers to call for help in case of an emergency.
7. If there is a fire, be sure to turn off all electrical equipment.
8. In the event of a chemical splashing into your eye(s) or on your skin, immediately flush the affected area(s) with running water for at least 20 minutes.
9. If you have been injured, yell out immediately and as loud as you can to ensure you get help.
10. Report all injuries, accidents, even if the incident seems small or unimportant.
11. If you notice any unsafe conditions in the lab, notify the lab manager(s) as soon as possible.
12. Never use lab equipment that you are not approved or trained by your supervisor to operate.
13. Notify the lab manager(s) of any damaged glassware, equipment with problems in the lab so that it can be disposed of and fixed properly. Never try to repair the equipment with technical problems on your own.
14. Never leave an ongoing experiment unattended.
15. Never smell or taste chemicals. Do not pipette by mouth.
16. Laboratory glassware should never be utilized as food or beverage containers.
17. Do not drink, eat, and smoke while working in the lab.
18. Always work in properly ventilated areas.
19. Make sure you always follow the proper procedures for disposing of the normal and hazardous lab waste.
20. If you are the last person to leave the lab, make sure to lock all the doors, turn off the taps and electricity after use.

(For further specific information, please refer to MEE's Lab Rules Handbook).