

# Lab Safety Top 10

## Every Person Working in an IUPUI Laboratory Must

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- 1) Read the IUPUI Chemical Hygiene Plan and the Laboratory Safety Handbook  
<http://ehs.iupui.edu/chem-lab-safety.asp?content=chemical-hygiene-plan>  
<http://ehs.iupui.edu/content/doclib/LabSafetyHandbookRevision2008Final.pdf>
- 2) Attend the required IUPUI Laboratory Safety Training class. The schedule of all available training classes as well as online training can be found here:  
<http://ehs.iupui.edu/training.asp>
- 3) Ensure ALL chemical containers are labeled with their contents and ensure acids, bases, flammables, oxidizers and poisons are segregated and properly stored. **CHEMICAL AND WASTE CONTAINERS MUST BE CLOSED WHEN NOT IN USE.**
- 4) Plan out experiments by writing Standard Operating Procedures.
- 5) Wear Personal Protective Equipment (safety glasses, gloves, lab coats, etc) whenever working with chemical, biological, or radiological materials and remove Personal Protective Equipment and wash hands before leaving the lab. **NO SHORTS OR SANDALS IN LABS.**
- 6) Know that eating or drinking and storage of food and drink is not permitted in labs with chemical, biological, or radiological materials present.
- 7) Read and know the location of Material Safety Data Sheets (MSDS) and know the hazards before working with chemicals.
- 8) Know the location of your Emergency Procedures Manual as well as the location of safety equipment like emergency eyewashes and showers, spill kits, and fire extinguishers as well as the location of fire alarms, exits, and emergency evacuation points. **CALL 911 IN CASE OF AN EMERGENCY!**
- 9) Know to evacuate the area and call 911 from a campus phone or 274-7911 from a cell phone if a hazardous chemical is spilled.
- 10) Know how to complete an online Hazardous Waste Manifest form found here:  
<http://ehs.iupui.edu/waste-manifest.asp>. **ALWAYS DISPOSE OF HAZARDOUS WASTE PROPERLY.**