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Laboratory Policies

Laboratory is a common space shared by many students. Hence it is obligatory on each and every student to be responsible for her own safety and the safety of her classmates. Safety in a laboratory may mean more than just putting on a laboratory apron (lab coat) and appropriate handling of chemicals and instruments/apparatus. For safe conduct of any experiment, every student must follow some routine policies in terms of their personal behaviour, upkeep of work space, knowledge of chemicals and operation of instruments etc. The following policies must be adhered to while in a lab.

I. Personal safety and safety of coworkers

- a. Lab apron (lab coat) must be worn while working in the lab.
- b. Loosely flowing clothes or synthetic clothes must not be worn during a lab session. Cotton clothes which cover both hands and legs are recommended.
- c. Shoes which cover the foot completely (not slipper or shoes/sandals that expose the toe) must be worn.
- d. Long hair may pose the risk of catching fire ; hence the hair must be tied as a bun behind the head.
- e. Safety goggles are a must.
- f. Complete silence must be maintained in the lab.
- g. Any queries must be discussed with the teacher of the class.
- h. Eating or drinking is strictly not allowed in the lab. If thirsty one must thoroughly clean ones hands and then go out of the lab to have water.
- i. Stools must not be kept on the walkway to avoid tumbling of coworkers.
- j. One must not run in the lab.
- k. One must always be aware of people moving around with glassware /chemicals to avoid accidents.
- l. Always use suitable trays for carrying multiple glass apparatus from one lab to the other.
- m. Each person working in the lab is responsible for her own safety and the safety of her lab mates.

2. Work area

- a. It is important to keep the working bench clean and without clutter for safe operations.
- b. Trash must be put in trash bins and not in sink. Filter papers, match sticks etc must not be put into the sink.
- c. Any lighted match stick must be put off completely, allowed to cool and then only disposed off in the trash bins.
- d. Any spills must be immediately wiped off taking necessary precautions. If anything spills on the floor, the laboratory staff must be informed of the same for immediate cleaning.
- e. All necessary apparatus must be picked up from the shelves and replaced once the experiment is complete.
- f. Apparatus that are issued in a particular student's name must be returned on completion of the work.
- g. After completion of the work all apparatus must be returned and the working space cleaned of any litter.
- h. All experiment involving hazardous /flammable /fuming chemicals must be carried out in the fumes hood.
- g. The common instruments such as balances and pH meters must be cleaned for any spills before leaving the work place.

3. Material safety data sheet

- a. It is important to study in advance, the MSDS (material safety data sheet) for the chemicals that one will be using in the lab.
- b. The MSDS gives information about the health, fire, reactivity, environmental hazards, if any, associated with the use of the chemical and how to safely handle the chemical.
- c. The label on the bottle of the chemical also gives information about it. It must be read thoroughly and the risks of handling it to be understood.

4. Use of instruments:

- a. Use of any specialized instrument must be done with the help of the teacher and the laboratory staff only.
- b. All such instruments must be handled with great care.
- c. The instruments must be left in the same condition as before. The necessary precautions and handling will be taught by the respective teachers.

5. Accidents

- a. It is never advisable to work all alone in a lab. If a project work is being carried out, the presence of the teacher supervisor is compulsory.
- b. Unless there is a scheduled laboratory class, students should refrain from entering the lab.

- c. Whenever there is any injury with broken glass pieces or any chemical spills on a person, the laboratory staff and the teachers associated with the lab class must immediately be informed.
- d. Necessary first aid must be provided by the laboratory staff and the teachers to the injured student and if required, medical assistance must be provided.
- e. In case of a major accident, the office may also be informed in addition, in which case, a proper vehicle may be arranged for transport of the injured person.
- f. The first aid for the management of injuries with everyday chemicals is the responsibility of the teachers of the department concerned.



IQAC Coordinator



Principal