EMF Lab Safety Rules and Guidelines

A. General lab safety rules and regulations

1. It is your responsibility to inform yourself about the building evacuation procedures at the EMF. Make sure that you are aware of where the emergency exits and fire alarms nearest to the lab are located. Be sure to read all fire alarm and safety signs, and to follow their instructions in the event of an accident or emergency.

2. Be sure that you know the emergency phone numbers to use to call for help in case of emergency: At the EMF, the emergency contact numbers are 115 and 021692 20 00. You can use the telephone in the main facility corridor to contact security services.

3. Make sure that you can locate the safety equipment in your lab—including first aid kit(s), fire extinguishers, eyewash stations, and safety showers—and that you know how to use it properly.

4. Never use lab equipment that you have not yet been either approved or trained to operate by an EMF staff member.

5. If an instrument or a piece of equipment fails during use or does not function correctly, report this to an EMF staff member immediately. Never attempt to repair equipment yourself.

6. Report all injuries, accidents, and broken equipment or glass immediately, even if the incident seems unimportant. Ensure that you get help.

7. Never change, alter, or modify high-voltage equipment (electron microscopes).

8. Do not work alone in the lab without scheduling your independent work in advance with both an EMF staff member and your direct supervisor.
9. The sample preparation laboratories, microtome room, and all microscope space must be kept clean at all times. If your space is not clean when you arrive, if you need to leave your space temporarily, or if you have any questions about lab cleanliness, please contact an EMF staff member.

10. If you are the last person to leave the lab, be sure to lock all the doors and turn off all ignition sources.

**B. Personal protection and chemical safety rules**

1. Before starting an experiment, make sure that you are fully aware of the hazards of the materials that you'll be using. If you could be pregnant, consult the UNIL safety department rules (link).

2. Food and drink are strictly forbidden in the labs! (NOTE: You may eat and drink in the room 1110).

3. When performing laboratory experiments, always wear a lab coat. When working with hazardous materials, glassware, or chemicals, always wear face shields or safety glasses. When handling any toxic or hazardous agent, always wear the appropriate gloves. Do not allow any toxic product to come into direct contact with your skin.

4. Experiments may require the use of toxic chemicals and generate hazardous waste. Toxic chemicals and hazardous waste must be carefully handled, exclusively in fume hoods, so as to limit personal exposure to hazardous or toxic fumes, vapors or dust. Flammable and volatile chemicals should only be used in a fume hood.

   In case of an accident with a toxic chemical, gas masks are available in the grey drawers in the main corridor et the EMF.

5. If a liquid, powder, or aerosol chemical splashes into your eye(s) or on your skin, immediately flush the affected area(s) with the special neutralizing products available in each of our chemical labs (Diphoterin for eyes/ Diphoterin DAP for skin) or wash the affected area under running water for at least 20 minutes. A safety shower is available in the main corridor of the facility, and clean clothes for temporary use are available on site.
6. The wearing of contact lenses is not recommended (but not forbidden). Please be aware that contact lenses do not protect your eyes and can melt if come in contact with organic solvents, etc. If chemical vapors contact the eyes while wearing contact lenses, immediately remove the lenses, and continuously flush the eyes, for at least 15 to 30 minutes. Then seek medical attention.

7. Ensure that all chemical waste is disposed of properly: Use appropriate lab waste containers to properly dispose of hazardous materials. Chemicals should never be put down the sink. If you are unsure about the proper handling and disposal of hazardous waste and toxic chemicals, please ask an EMF staff member about this immediately.

8. Keep your working area clean at all times. Upon completion of your activities, please request an EMF staff member to verify the cleanliness of your working area. Any fume hoods and work areas used for experiments must be thoroughly cleaned, all waste is to be disposed of in appropriate waste containers, and all stock chemicals must be returned to storage.

9. When manipulating liquid nitrogen (N\textsubscript{2}), take the necessary precautions to avoid possible injuries: Wear goggles for eye protection, aerate the room, and exit the lab if the oxygen gas sensor alarm indicating a low oxygen level is set off. In case of a spill on your skin, do not rub the affected area. Instead, treat it as a burn.

Please write your name, today’s date, and your signature (below) to indicate that you have read and agreed to respect these rules:

*I am aware that my violating the EMF Lab Safety Rules and Guidelines could result in my suspension from the EMF for one month.*

Name  ____________________________________________  
Date   ____________________________________________  
Signature ____________________________________________