



# Yogoda Satsanga Palpara Mahavidyalaya

NAAC Accredited ('B' Grade) and NCTE Recognized (B.Ed. and M.Ed Courses)  
affiliated to  
Vidyasagar University, Midnapore and WBUTTEPA, Kolkata, (Govt. of West Bengal)

At + P.O : Palpara, Dist : Purba Medinipur, PIN Code – 721458, West Bengal, India

Date: 16.10.2019

## A Policy Document on Laboratories

### Laboratory Policies:

The laboratory is a shared environment utilized by many students, making it essential for each individual to be accountable for their own safety as well as the safety of their peers. Ensuring safety in the laboratory involves more than merely donning a lab coat and appropriately handling chemicals and equipment. For the secure execution of any experiment, students must adhere to certain routine policies regarding personal behavior, maintenance of the workspace, understanding of chemicals, and the operation of instruments. The following guidelines must be observed while in the laboratory:

### Personal Safety and Safety of Co-workers:

- A lab apron (lab coat) must be worn at all times while working in the laboratory.
- Avoid wearing loose-fitting or synthetic clothing during lab sessions; instead, opt for cotton attire that covers both arms and legs.
- Footwear that completely encloses the foot (no slippers or sandals that expose the toes) must be worn.
- To minimize the risk of catching fire, long hair should be securely tied back in a bun.
- Safety goggles are mandatory.
- Complete silence must be observed in the laboratory.
- Any questions or concerns should be addressed with the class instructor.
- Eating or drinking in the lab is strictly prohibited. If you need water, wash your hands thoroughly and step outside the lab to drink.
- Stools should not be left in walkways to prevent tripping hazards.
- Running in the lab is prohibited.

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- Always be mindful of others moving around with glassware or chemicals to avoid accidents.
- Use appropriate trays when transporting multiple pieces of glass apparatus from one lab to another.
- Each individual in the lab is responsible for their own safety and the safety of their colleagues.

## Work Area

- Keeping the workbench clean and free of clutter is essential for safe lab operations.
- Trash should be disposed of in trash bins, not sinks. Items like filter papers and match sticks must never be put into the sink.
- Ensure that any lighted match stick is fully extinguished, allowed to cool, and then properly disposed of in the trash bins.
- Spills must be wiped up immediately, taking necessary precautions. If a spill occurs on the floor, inform the laboratory staff for prompt cleaning.
- Gather all necessary apparatus from the shelves and return them once the experiment is complete.
- Apparatus issued under a particular student's name must be returned after the work is completed.
- After finishing the work, all apparatus must be returned, and the workspace must be cleared of any litter.
- Experiments involving hazardous, flammable, or fuming chemicals should be conducted in the fume hood.
- Common instruments such as balances and pH meters must be cleaned of any spills before leaving the workspace.

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## **Material Safety Data Sheet:**

- It is essential to review the Material Safety Data Sheet (MSDS) for all chemicals you will be using in the lab prior to conducting experiments.
- The Material Safety Data Sheet (MSDS) provides crucial information on the health, fire, reactivity, and environmental hazards associated with a chemical, as well as guidelines on its safe handling.
- The label on a chemical bottle provides important information about the substance. It must be read thoroughly to understand the associated risks and safe handling procedures.

## **Use of Instruments:**

- The use of any specialized instrument should only be performed with the assistance of the teacher and laboratory staff.
- All such instruments must be handled with great care.
- Instruments should be left in the same condition as they were found. Teachers will instruct students on the necessary precautions and proper handling procedures.

## **Accidents:**

- Working alone in a lab is not advisable. For project work, the presence of the supervising teacher is mandatory.
- Students should avoid entering the lab unless there is a scheduled laboratory class.
- In case of injury involving broken glass or chemical spills on a person, the laboratory staff and teachers must be informed immediately.
- The laboratory staff and teachers are responsible for providing necessary first aid to the injured student, and if needed, arranging for medical assistance.

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- In the event of a major accident, the office should also be notified to arrange proper transportation for the injured person.
- Teachers are responsible for administering first aid for injuries caused by common laboratory chemicals.

Principal  
Y.S. Palpara Mahavidyalaya

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16/10/2019

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