

Glendale Community College – Chemistry Department

Chemistry Department Safety Rules

Wear approved goggles at ALL TIMES in the laboratory. Do not open the goggle vents.
Do not perform unauthorized experiments. Only your laboratory instructor may authorize special experiments.
Wash any spilled chemicals off your person with water as quickly as possible.
Do not touch any chemicals without receiving specific instructions to do so from your instructor.
Do not taste any chemicals.
Smell chemicals only when directed and then with caution.
Insure that any heated glass or metal equipment has cooled adequately before handling.
Use caution in handling all glassware. If a cut occurs, rinse the wound with cold running water until you are sure there are no small pieces of glass in the cut.
Before you plug in electrical equipment, make sure that the cords are not damaged. Keep cords away from all hot surfaces.
Know your laboratory's location for the fire extinguisher, eye bath, and shower.
Wear closed-toe shoes and appropriate clothing that covers the student from neck to knees.
Keep long hair tied back at all times.
Consult the lab procedure for handling waste chemicals.
You are responsible for cleaning the equipment you use as well as your lab workstation.
Report any personal injury, no matter how slight, to your laboratory instructor.
Always read your laboratory exercise completely prior to actual lab time. Be aware that an unprepared worker is an unsafe worker.
Upon request, we can provide a list of chemicals used for the semester, as well as the MSDS reports.

CHM Department Policies

All students who miss the first lab meeting will be **dropped** from the roster.
All lab students must complete their safety training **before** performing any experiments.
You are expected to **be on time** for lab. You will not be allowed to work in lab if you miss any part of the vital safety information and/or demonstrations of techniques.
Student lab **grades will be reduced** by 10% each for (a) not having a copy of the lab procedure (b) for inappropriate shoes (c) for inappropriate clothing.
Students will not be allowed to perform the lab without **approved** goggles. These students must make-up the lab. It is the student's responsibility to arrange a make-up lab at another time. A locked drawer will be provided for each lab session to store goggles for the semester.
Lab make-up is at the discretion of the instructor and depends on available space. Make-up is allowed during regularly scheduled lab sections and only during the days that it shows on your schedule. The lab schedule is posted on the chemistry web site. No more than **two labs** may be made up.
If you **miss more than 2 labs (excused or unexcused)**, you will receive a grade of **W** or **F**.
Students who **withdraw from the lecture** within the first 4 weeks must also withdraw from the lab.
If you do not turn in the lab report before you leave, obtain the **instructor's initials on your data** sheet before leaving the lab.
Students must always turn in **individual lab reports** even when working in pairs on a lab procedure.
Your report should be in your own words and not copied from your lab partner.
During the semester you will be charged if you break any of the **special equipment**. Your instructor will inform you of the replacement costs and the procedure to follow for payment.