| C:\Users\TECH\Desktop\uu_logo.png | **BURSA ULUDAĞ UNIVERSITY**  **OCCUPATIONAL HEALTH AND SAFETY COORDINATORSHIP** | C:\Users\TECH\Desktop\isg logoo.jfif |
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| **LABORATORY SAFETY AND WORKING RULES FORM** |

Dear Students

It is very important to ensure safety in the Skills Laboratory in our faculty in terms of one's own safety, the safety of the people they work with and the safety of the environment. Examining and applying the warnings in this document before and after the laboratory work will protect laboratory safety and personal health from dangers. Chemical materials used in the laboratory can be quite dangerous and when they come together, they pose a great danger. In order to prevent this, information about the chemicals to be studied should be obtained. This information is available in Safety Data Sheets (SDS). It is essential to make a fast and accurate analysis in laboratory studies and to ensure safety while doing so. In order to ensure this, the warnings mentioned in this document should be taken into consideration, the methods should be well known and the laboratory should be worked in a planned and programmed manner.

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| **SECTION 1: GENERAL RULES TO BE FOLLOWED IN LABORATORIES** | |
| 1. Receive training on laboratory safety rules and general principles and gain the necessary competence. In case of emergencies, contact information, first aid applications and emergency exit locations. 2. Do not enter the laboratory without the permission of the instructor in charge of the laboratory. Do not work alone in the laboratory. 3. Familiarise yourself with the location and contents of the medicine cabinet and how the fire extinguisher works. 4. Do not bring bags, coats, cardigans, jackets, jackets and unnecessary materials to the laboratory. 5. Wear gloves, protective goggles and a mask when working in the laboratory. If your hair is long, always wear it up. 6. If you have cuts, wounds and similar conditions on your hands while working in the laboratory environment, cover them with a waterproof tape. 7. Do not consume food/drink and do not keep food materials in the laboratory. 8. Find out the instructor responsible for the laboratory. | 1. Be careful and attentive during work. Do not put your hands on your face or put anything in your mouth while working. Do not make noise thinking that others are working in the laboratory. 2. Do not take any substance and/or material out of the laboratory without the permission of the instructor in charge of the laboratory. Report the problems occurring in the laboratory to the course instructor. 3. After use, properly close, clean and put away each article, tool or appliance. 4. Dispose of solid waste in the rubbish bin. Do not leave rubbish bins open. Wash your hands with soap and, if necessary, with an antiseptic liquid after work. |

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| **SECTION 2: GENERAL RULES TO BE FOLLOWED WHEN WORKING WITH CHEMICALS** | |
| **13.** All chemicals in the laboratory contain danger. Therefore, never touch, taste or smell chemicals with bare hands. Always take from solid bottles with a clean spoon. Do not use the same spoon to take another substance without cleaning it.  **14.** Never place bottle caps with the bottom side touching the table (Otherwise, the cap will be contaminated with foreign matter, which may come into contact with the pure substance or solution in the bottle and spoil it when it is placed back into the bottle).  **15.** Do not change the caps or stoppers of the bottles.  **16.** Do not mix chemicals indiscriminately. Some chemicals react with each other to cause fires or violent explosions or to form toxic products. Such substances are called incompatible chemicals. Always keep them in separate containers.  **17.** Do not pour organic solvents and volatile liquids into the sink.  **18.** Do not use highly volatile substances such as gasoline, ether and carbon sulphide in a laboratory with an open flame, no matter how far away (ether vapours can burn from a flame 5 metres or more away and those burning vapours can carry fire)**.**  **19.** Flammable liquids around hot surfaces that may cause ignition, do not touch these surfaces directly with your hands for any reason. | **20.** When transferring liquid from bottles, keep the label side up (Otherwise, the drops flowing from the mouth of the bottle will spoil the label and the writing on it. It is best to wipe the last drops remaining in the mouth of the bottle with the bottle's own cap).  **21.** Never dispose of the mercury and mercury residues from broken thermometers in the rubbish bin or sink or bury them in the ground.  **22.** If chemicals and/or samples are spilled into the laboratory environment, clean up immediately and notify the instructor in charge of the laboratory if necessary. |

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| **SECTION 3: GENERAL RULES TO BE OBSERVED WHEN WORKING WITH ELECTRICAL EQUIPMENT** | |
| **23.** Hands, switches and sockets must be dry when handling electricity. Make sure that the power switch of electrical devices is switched off and the plug is not in the socket before working, except when necessary.  **24.** Do not unplug electrical plugs by pulling on the cord. Do not work with an electrical appliance in damp areas.  **25.** Never store containers of liquids where electrical systems are located. If a circuit element burns, do not inhale the resulting fumes. Remember that circuit elements may contain toxic materials.  **26.** If a piece of equipment breaks down during operation, notify the instructor immediately. Never try to solve the problem yourself in order not to hurt yourself. | **27.** Make sure that electrical appliances are earthed. Do not allow the use of appliances with two poles joined together instead of a three-pole plug. |

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| **SECTION 4: FIRST AID** | |
| **28. In cuts or haemorrhages**; the wound and its surroundings are cleaned and covered with gauze. Depending on the severity of the bleeding, pressure is applied with a loose or tight tampon.  **29. In burns**; the victim is prevented from going into shock and getting infected. The first thing to do in burns that are ignited is to prevent the burning part from contacting the air. When this cannot be done, water should be poured on the burning part. If the burn is under clothes, clothes should never be removed. The burn should never be touched by hand.  **30. In fractures;** if the fracture is under the clothes, the clothes should be cut off. If there is a wound, it should be cleaned, if there is bleeding, it should be stopped and tampon should be applied. The fracture should be fixed with hard materials from both sides and wrapped in a way that it will not move. Different applications are made for fractures occurring in different parts of the body.  **31.Drowning** occurs as a result of the inability to provide sufficient amount of oxygen by closing the mouth due to the chemicals used or as a result of electric shock. The tongue of the unconscious victim should be prevented from escaping to the back, if necessary, this should be done with a clamp. Artificial respiration should be started immediately. One of the methods of "Oral Artificial Respiration Application"; The patient is laid on his side. If there are chewing gum etc. in the mouth, they are removed. The area around the mouth is cleaned. The feet are slightly raised and the head is kept bent backwards. The lower jaw is pulled downwards. Cover the mouth with a handkerchief or a thin cloth. The mouth may be locked in electric shocks. In this case, the nose is treated instead of the mouth. Close the nostrils with two fingers (mouth in case of electric shock). This prevents air from escaping through the nostrils. | **SKIN BURNS**  **32.** Clothes should be unbuttoned, chemical-contaminated clothes and shoes should be removed immediately; skin should be washed with plenty of water for at least 15 minutes.  **33.** No ointment / spray etc. should be applied to the wound.  **34.** A sterile bandage (if not available, a clean cloth) should be covered over the burn without pressing too much.  **35.** If the burn is extensive, emergency help should be called.  **EYE IRRITATION**  **36.** The unirritated eye should be protected immediately; the other eyelid should be forced open and flushed with water or eye cleansing liquid for at least 15 minutes.  **37.** Care should be taken to ensure that the washing process is carried out from the upper level of the nose in the direction of the ears so that the other eye is not affected and the chemical does not get back into the eye.  **38.** Contact lenses, if any, should be removed immediately for the effectiveness of washing.  **39.** Both eyes should be covered with a sterile or clean wound dressing.  **40.** Health organisations should be contacted.  **CHEMICAL INGESTION**  **41.** If the person is conscious and can swallow, he/she should be given water or milk to drink (if he/she tends to vomit, do not continue giving fluids).  **42.** If the casualty is unconscious, the head and body must be turned to the left side.  **43.** The person exposed to the accident should be immediately transported to the nearest health institution.  **INHALATION OF THE CHEMICAL;**  **44.** The area should be evacuated and the injured person should be provided with fresh air.  **45.** The health institution should be contacted. |

**\*\*\*PLEASE CONFIRM THE LAST PAGE AND GIVE IT TO THE INSTRUCTOR IN CHARGE OF THE LABORATORY.**