

# Interim Lab Safety Rules

The following rules are mandatory for all engineering school courses that are either wholly laboratory courses or contain a laboratory component. The rules are effective immediately.

## 1. MSDS Sheets

All students must be aware of the physical dangers presented by all chemicals used in a laboratory. Students must be familiar with MSDS sheets and understand the information they contain, including handling procedures, safety precautions and disposal procedures for chemicals. MSDS sheets must be present in a binder immediately outside of the laboratory.

## 2. Safety Goggles and Gloves

Safety goggles and other protective gear (e.g., ear protection) must be used when required for the safe conduct of an experiment. Students should wear safety goggles as the default condition unless advised that it is safe not to wear them for a particular experiment. Instruction must be available in the proper use of gloves to protect ones hands and to prevent cross-contamination. The removal or application of contact lenses is not permitted in the lab. Contact lenses should be worn with special safety goggles. Visitors to the lab must comply with the same eye protection policy required of students and employees.

## 3. Clothing

All students must wear suitable clothing to protect from splashes, burns, rotating machine parts, and other potential hazards. No open toes shoes should be worn in the lab and students must tie up long hair. Clothing that may hang loose should not be worn in the lab. Violation of this rule constitutes grounds to exclude the student from the laboratory.

## 4. Safety Equipment

All students must know the location of all safety equipment, such as showers, first aid kits, fire blankets, eyewashes, ear protection and other equipment. (Some of this equipment will be in the lab, some will be in the corridor.) All safety equipment must be in proper working order. Students must be aware of exits for use in an emergency, and be instructed on what to do in case of an accident (e.g., rinsing an eye with water for 15 minutes to dilute a chemical splash to that eye.).

## 5. Food and Drink

No food or drink may be consumed in the lab or placed in a laboratory refrigerator or cabinet. Chewing gum is not allowed in the lab.

## 6. Power Tools

Only students who have been properly trained and certified by the Cooper Union staff are permitted to use power tools in the lab and only under the conditions and hours specified by their lab supervisor or appropriate authority. All power tools and similar equipment must be in good repair to be eligible for use.

## 7. Injuries

All non-trivial injuries must be reported immediately to instructors and an incident report must be filed promptly with the Department of Buildings and Grounds. Instructions on the incident report must be followed. Incident report forms are available at the guard's desk.

## 8. Disposal of Waste

Students must dispose of all used and unused chemical or biological waste in properly labeled waste containers, which are located in each laboratory. Students should use sharps containers when appropriate. Cooper Union hazardous waste disposal procedures must be posted and followed at all times.

**These rules must be posted in every lab.**

#### 9. Fume Hoods

Students must work under a fume hood when safe conduct of an experiment requires it. Fume hoods must be in good working order and functioning when used.

#### 10. Visitors in the Lab

There are different rules for two categories of lab visitors:

i) Individuals who are NOT associated with The Cooper Union (i.e., not CU students, faculty, staff or administrators) may, with the prior express permission of an instructor, enter a laboratory and observe, but not perform, lab work. Such visitors must be aware of, and comply with, safety policies (e.g., wearing goggles, limitations on where to stand in the lab) that the instructor deems appropriate.

ii) Individuals who ARE associated with The Cooper Union, but are NOT officially registered members of a class or program (e.g. the Summer High School Internship) may, with the prior express permission of an instructor, enter a laboratory and perform lab work that has been authorized by the instructor. Such individuals must be aware of (and to the extent possible, comply with) both safety policies, (e.g. wearing goggles and gloves), and the scope of permissible work (which experiments may be performed, which tools may be used, which techniques may be employed, etc.). This rule does not permit an instructor to authorize lab access, or permit work that conflicts with other established lab policies (e.g., limited hours of access to labs).

#### 11. Clean Up

Students must have sufficient time to clean up their work area before they leave the lab. Students must wash their hands immediately after finishing the lab.

#### 12. Electrical Hazards

The circumventing or disabling of any grounding circuit, on any electrical machinery, instrument or tool, is expressly forbidden, and may lead to a ban of the student from future laboratory access.

#### 13. Storage Spacing Personal Items

Students must keep coats and books away from their work space and aisles and corridors in the lab must be kept clear of trip and similar hazards.

#### 14. Behavior in the Lab

Students may not "fool around" in the lab, e.g., throwing objects across the lab or acting in a boisterous manner.

#### 15. Unauthorized Experimentation

Students may not conduct unauthorized experiments in the lab. Students should not work in the lab unless another person is present, except when working on a purely computer-based project.

#### 16. Chemical Spills

Chemical spills must be dealt with according to the procedures laid out in Cooper Union's Spill Policy.

#### 17. K-12 Student Groups

K-12 student groups may not carry out experiments, no matter how benign, without the immediate supervision of a faculty member or qualified senior technician (not a student). The same consideration applies to laboratory demonstrations.