

“Occupational Health and Safety rules”

1-**Wear a cotton lab coat and safety glasses** (glasses supplied by the person in charge) during the all time presence in the laboratory.

2-**Wear gloves** (you can easily find them above the bench in each laboratory room) during your work with chemicals.

3-**Sandals** (and the other opened shoes), clothes such **shorts, short skirts**, (not covering entirely legs) are **forbidden** in laboratories. **Contact lenses** are prohibited for wearing in the laboratory.

4-**Tie back long hair**

5-**Do not eat** (including any kind of chewing-gum), **drink or smoke in the laboratory**.

6-**Never work alone in the laboratory**.

7-Any harmful and/or dangerous chemical must be manipulated under a fume hood.

8-All the gas cylinders must be attached on a support fixed to the ground (wall, benches).

9-The use of earphones is forbidden in the laboratory.

10-**In case of contamination** by a chemical product use immediately an eye wash station (for eyes and small surfaces of skin) or a shower, situated in the entry of every laboratory. In the event of an emergency, call the **emergency number: 6666**.

11-**In case of ingestion** of chemicals, notify immediately a permanent employee of the laboratory and call the **emergency number 6666**.

12-**In case of fire** under a fume hood or a bench, evacuate at once the laboratory and notify a permanent employee of the laboratory and call the **emergency number 6666**.

13- **Material Safety Data Sheet** of chemicals products, listed in the database of the inventory, are alphabetized in folders (cupboard in front of 339-340 offices). **These Data Sheet are available and accessible to all**. It is important to become aware of risks.

If the products which you use do not appear in the data sheet, you can find them on Internet (INRS and/or the site of the suppliers) or ask the corresponding supplier. In that case, make a hard copy and tidy up it in folders.