

National Ilan University

General Laboratory Environmental Health and Safety Code of Practice

© This code of practice is only a reminder applicable to general laboratory health and safety management; each laboratory must assess its own risks and if necessary produce and display its own notices or special code of practice depending on the hazards present.

1. Operating procedures, operating conditions, as well as health and safety precautions shall be expressly stipulated in any laboratory.
2. Any liquid waste shall be clearly marked and stored by category in accordance with the related environmental protection laws; random dumping is prohibited.
3. Chemicals shall be posted with hazard warning diamond labels indicating their Chinese names in accordance with “Regulation of Labeling and Hazard Communication of Dangerous and Harmful Materials”.
4. (1) Chemicals List; (2) Safety Data Sheet (SDS); (3) Emergency Response (including leakage processing) procedures and equipments must be prepared and placed in areas where chemicals are used.
5. No food and drink are allowed in the refrigerator for cold storage of chemicals.
6. No smoking, drinking and eating, noise, playing or irrelevant experiments are allowed in the laboratory.
7. Inflammables and explosive chemicals are forbidden near heat sources, such as oven, hot plate, distiller, etc.
8. Gas cylinders shall be upright and fixed with chains to avoid free movement or falling down because of earthquakes, and the maximum working pressure should be clearly indicated on the pressure gage.
9. Any operation that may generate toxic or corrosive gas shall be processed in fume hoods.
10. Always turn on the ventilation system first and wait for at least three minutes before using fume hoods. The height of the sliding-glass door must be lower than that of the operator’s breathing zone.
11. The air flow of a fume hood should be regularly measured. If the flow is less than 0.5m/sec, notify the manufacturer for maintenance.
12. A safety assessment shall be performed with care prior to a new or modified experiment and the appropriate protective measures shall be adopted.
13. Any dangerous experiment or practice should be conducted in regular working hours. Any laboratory work during non-regular hours should obtain prior consent from the relevant authority.
14. A lab coat is required to be worn at all times in laboratory. The use of gloves, safety goggles and a protective mask are also required on the needed basis.
15. Every laboratory member must learn to operate fire extinguishers and know the locations and operative methods of safety and health equipments (e.g., emergency shower device, leakage absorbing cotton, first aid kit, personal protective equipment, escape exit, etc.)
16. Fire prevention, explosion protection and flood prevention must be borne in mind when performing unsupervised experiments. A simple emergency action plan, including persons to contact and means of contact, must be posted in an obvious position on the main door.
17. The last lab member to leave the laboratory, especially before weekends and long holidays, must check to make sure all electrical devices and lab equipments are switched off, and that gas cylinders and water

faucets are closed.

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I hereby am willing to abide by the regulations after carefully reading the aforesaid environmental health and safety code of practice and fully understanding the contents.

(Please cut off this slip along the dotted line and return it to laboratory person in charge for record keeping)

Signature: _____

(Your personal signature is required. Any allograph or forged signature is prohibited. Violaters will be held responsible.)

Department/Institute/Class: _____ Student No. : _____

Date: _____