

**Laboratory Code of Conduct For Advanced Chemistry Students**

1. Conduct yourself responsibly at all times. Watch out for the safety of others as well as for your own.
2. Never enter the chemistry lab or preparation areas unless accompanied by a lecturer or laboratory officer.
3. Follow all verbal and written instructions carefully. Familiarize yourself with the procedure of an experiment before starting to work, including any health and safety warnings. If you are unsure of the procedure, ask your lecturer.
4. Wear only closed-toed shoes (**no** sandals or flip-flops) and appropriate attire that fully covers the legs. A fully buttoned-up lab coat must be worn at all times.
5. Long hair should be tied back.
6. Wear eye protection at all times. Contact lenses may not be worn in the lab. Wash your hands before touching your eyes.
7. Never point a test tube or reaction vessel toward another person.
8. Do not engage in horseplay, and do not run in the laboratory.
9. Do not tamper with gas supply outlets or misuse the emergency shutoff buttons.
10. Keep the work area and the aisle between benches clear from personal items such as coats and backpacks.
11. Report any incident (spills, breakages and all injuries such as cuts, burns etc.) to the lecturer immediately.
12. Do not touch broken glass, or attempt to clean up broken glassware yourself.
13. Never suck a liquid into a pipette by mouth. Always use a pipette filler.
14. Always use the fume cupboard or extraction hood if your experiment gives off fumes.
15. Properly dispose of all chemical waste as directed.
16. Do not eat, drink, apply cosmetics or chew gum in the laboratory.
17. Mobile phone must be switched off.
18. You are responsible to keep your workstation clean. Leave the laboratory bench in good order and return any borrowed equipment.
19. Always wash your hands before leaving the laboratory.

**Failure to abide by the above Code of Conduct can result in your expulsion from the lab. You will have to make good for any willful damage to lab equipment.**

**STUDENT AGREEMENT**

I, \_\_\_\_\_, have read and understood the Laboratory Code of Conduct.  
I am aware that violations of this Code will result in disciplinary action.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date