Safety Check List for Wipf Labs

Submit the signed original to Desirae and keep a copy at your bench.

I) Fire Safety/Life Safety

☐ Call 4-2121 [412-624-2121] for all emergencies at Pitt
☐ Raging Fire: 1. Pull alarm. 2. Evacuate
☐ List nearest emergency exits:

☐ List all lab locations of fire extinguishers- what classes do we have? When should you use them?

II) Personal Safety

☐ List all locations of eyewash(es) and all safety showers in your lab:

☐ List the location of the spill kits on your floor:

☐ If injured, follow notes on http://ccc.chem.pitt.edu/wipf/Safety.html & report to PW asap
☐ Medical or security emergency: Call 412-624-2121 [University Police]
☐ Use PPE: flame retardant lab coat, gloves, safety glasses, or safety shield when required
☐ Always wear a flame retardant lab coat when using or moving any chemicals; don’t wear loose or lacy clothing in the lab. Shorts or open shoes are not allowed.
☐ Earphones in the lab area are a safety hazard; do not use them

III) Chemical Hygiene

☐ Know hazards of all chemicals before handling, including MSDS review
☐ Barcode all containers and enter into CBIS
Only store the most immediately used reagents at your bench; store the rest in the chemical storate rooms

Store all chemicals in the chemical storage or solvent rooms

Use secondary containment when transporting chemicals

Secure all compressed gas cylinders with chain & strap

Dispose all used blades and needles in a sharps container; rinse the syringes and dispose appropriately

Close sashes on your fume hood and understand hood controls

Study all safety information at http://ccc.chem.pitt.edu/wipf/Safety.html

IV) Chemical Waste

Never discard chemicals in drain or trash

Cap containers

Label & date containers with orange Pitt chemical waste label; dispose at appropriate times

Chemical spills: follow notes on http://ccc.chem.pitt.edu/wipf/Safety.html & report to PW asap

V) Good Laboratory Practices

Keep an updated e-notebook at all times; think and plan before you set up a reaction

Secure all tubing; use pitch clamps or steel/copper wire to secure plastic tubing on hose adapters

Allocated sufficient time, and don’t leave before your reaction is stabilized

Take personal responsibility of your reactions and the chemicals that you order & use. Don’t rely on others to clean up or correct your problems. Return to the lab asap if there is a problem that directly involves you or your area of responsibility

Label your hood & your desk with your name

No eating or drinking in the lab, and no music or loud conversations in the office areas. Use the kitchen/break areas for food storage & consumption and social interactions

Keep orderly hood and bench; re-shelve chemicals immediately after use

At least once per week, preferentially Fridays or Saturdays, clean up your desk and bench areas

Follow notes on http://ccc.chem.pitt.edu/wipf/GLPs.html & report violations to PW

Please sign here to indicate that you are understand and are fully committed to following our guidelines: