



UMCS
WYDZIAŁ CHEMII

**HEALTH AND SAFETY
REGULATIONS
STUDENTS LABORATORIES
FACULTY OF CHEMISTRY
UMCS**

Tłumaczenie oryginału dokumentu/translation of original document
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**I. DOCUMENTS ON WHICH THE FOLLOWING DOCUMENT IS BASED
(State of Polish Law, Acts, Resolutions and Ordinance)**

1. Ustawa z dnia 27 lipca 2005 r. Prawo o szkolnictwie wyższym (tekst jednolity Dz. U. z 2012 r. poz. 572 z późniejszymi zmianami).
2. Rozporządzenie Ministra Nauki i Szkolnictwa Wyższego z dnia 5 lipca 2007 r. w sprawie bezpieczeństwa i higieny pracy w uczelniach (Dz. U. Nr 128, poz. 897).
3. Rozporządzenie Ministra Pracy i Polityki Socjalnej z dnia 26 września 1997 r. w sprawie ogólnych przepisów bezpieczeństwa i higieny pracy (tekst jednolity Dz. U. z 2003 r. Nr 169, poz. 1650 z późniejszymi zmianami).
4. Zarządzenie Nr 6/2007 Rektora Uniwersytetu Marii Curie - Skłodowskiej z dnia 6 marca 2007 r. w sprawie ustalenia szczegółowych zasad szkolenia pracowników oraz studentów Uniwersytetu Marii Curie-Skłodowskiej w dziedzinie bezpieczeństwa i higieny pracy oraz ochrony przeciwpożarowej.

II. ORGANIZATIONAL ARRANGEMENTS

1. Student can enter laboratory only during the class.
2. Student can enter the laboratory only in presence and after consent of the teacher or instructor employed at UMCS.
3. Students are not allowed to stay in the laboratory room outside of class hours.
4. The student should be on time in a condition that allows her or him to safely conduct laboratory exercises.
5. Student that is in a condition indicating consumption of alcohol, drugs, narcotics or psychotropic substances will not be allowed to perform tasks in the laboratory.
6. Before taking the class, before starting the exercise or lab task, the student is required to read the description of its course in the taskbook, health and safety regulations specific to the task and safety data sheets for chemical compounds used in the exercise.
7. Student receives permission to start the exercise from the teacher or instructor, only after positively passing the knowledge test. The test can be in written form or in the form of a conversation with the teacher. The knowledge test includes a theoretical introduction to the exercise, calculations, necessary activities needed for the proper execution of the exercise, knowledge about analytical techniques used in the exercise, and safety regulations applicable to the task.
8. The knowledge test can be conducted only by the teacher.
9. During the class, the student is responsible for maintaining the laboratory table in perfect order.
10. The student is responsible for the laboratory equipment that was borrowed or taken from the teacher before the start of the exercise. After the class ends the student is obliged to return the taken equipment clean, complete and undamaged.
11. Student is not allowed to leave working devices without supervision. The student is not allowed to exit the laboratory without informing the teacher.
12. It is not allowed to:
 - a) receive visits in the laboratory,

- b) arrange group discussions in the laboratory,
 - c) smoke tobacco products in the laboratory,
 - d) eat, chew gum, suck hard candies, etc. in the laboratory,
 - e) drink in the laboratory,
 - f) use the laboratory as a cloakroom,
 - g) use smartphones, tablets, MP3 players, etc. in the laboratory.
13. Students who do not obey health and safety regulations will be forced to leave the laboratory.

III. GENERAL RULES OF HEALTH AND SAFETY REGULATIONS IN THE LABORATORY

1. The teacher or instructor is responsible for the safety of students.
2. The teacher or instructor is responsible for checking whether the condition of all laboratory devices and equipment, i.e. the working environment, does not pose any threat to the life and health of coworkers or students.
3. During the first class, in each semester, the teacher or instructor is obliged to conduct health and safety regulations in chemistry laboratory training for every student.
4. Every student needs to confirm taking part in health and safety regulations training by giving her or his signature on the register of health and safety training according to UMCS Rector ordinance (załącznik nr 6 do zarządzenia Rektora Nr 6/2007).
5. Every laboratory person must use a laboratory coat and eye protection (i.e., protective goggles).
6. It is forbidden to use in the laboratory damaged glass equipment with sharp edges.
7. The student is obliged to inform immediately the teacher or instructor about any spotted damages and malfunction of the devices in the laboratory.
8. It is forbidden to run the apparatus without the consent of the teacher or instructor. It is forbidden to use laboratory devices not following their instruction. It is forbidden to operate an apparatus that is present in the laboratory but is not used in a given exercise.
9. Students can work with compressed gases only in the presence of the teacher. This includes manipulation of valves on gas cylinders and reduction valves.
10. It is strictly forbidden to suck liquid into a glass pipette using the mouth.
11. It is forbidden to smell chemical substances by putting a nose inside a bottle or lab flask neck. If there is a need to check the smell, vapours of chemical compounds should be directed towards the student's nose by gently waving his or her hand to himself or herself.
12. When working with dangerous chemical compounds students are obliged to use personal protection measures indicated in the taskbooks and safety data sheets.
13. When working with:
 - concentrated acid and/or lye,
 - substances that emit toxic, irritating or flammable vapour,
 - substances that are airborne or can easily form dust (powders in the form of nanoparticles),

- any substance that can emit gases and vapours that are corrosive, toxic, flammable or irritating,
should be done under a working fume hood.
- 14. All wastes should be collected into special waste containers usually placed under a fume hood. It is not allowed to pour chemical wastes directly into the sink.
- 15. When working with chemical compounds students should stay cautious and focus at all times to avoid accidental spilling or spreading chemicals in the work environment.
- 16. In case accidental spilling occurs, all spilt chemicals need to be collected in a waste container and the laboratory table should be cleaned.
- 17. It is not allowed to put spilt chemicals back into the bottle or container that they were originally in.
- 18. When moving through laboratory student is obliged to pay attention not to hit or run into a person executing other experiments.
- 19. It is not allowed to change bottle corks. Each chemical solution or compound should be closed with the same cork.
- 20. Each exercise has its own working space. It is not allowed to take chemicals and equipment outside this space and leave them in random places in the laboratory.
- 21. It is forbidden to take out any chemical compound or solution outside of the laboratory.
- 22. If a Student by accident will damage glass equipment (e.g. during its cleaning), he or she is obliged to clean all glass parts from the table, washbasin or floor. This activity should be done with extreme precaution in order not to get cut.
- 23. Student after the class is responsible for cleaning their or hers working station and close all valves, turning off the devices, turning the tap off, etc. to eliminate possible health and safety threats.
- 24. In case of a fire or other serious health threat Students are obliged to follow safety instructions prepared for the given Faculty of Chemistry building.
- 25. Every accident should be immediately reported to the teacher or instructor.
- 26. Victims of an accident should receive without delay first aid. Each first aid kit is equipped with first aid instruction.

IV. Documents related to H&S Regulation

1. First Aid System organization procedure – **P/03/BHP/2011**.
2. Instruction of First Aid – **I/01-P/03/BHP/2011**.
3. Dangerous chemicals and their mixtures handling procedure – **I-01/BHP/2012**.
4. Faculty of Chemistry Fire Safety Procedure:
 - a. Fire Safety Procedure **I-01/PPOŻ/2015**.

PRZYGOTOWAŁ

MERYTORYCZNIE
ZAOPINIOWAŁ

ZATWIERDZIŁ

Data, pieczęć i podpis

Data, pieczęć i podpis

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