



National Central University

General Laboratory Environmental Safety and Health Code of Practice

◎ This code of practice is only a reminder applicable to general laboratory safety and health management; special laboratory shall customize its own notices or special code of practice depending on different features of individual actual hazards.

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) equipments should be prepared and placed in areas where chemicals are used.
5. No food and drink are allowed to place 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 to place near heating sources, such as oven, hot plate, distiller, etc.
8. Gas cylinders shall be upright and fixed with chains to avoid free moving or falling down from earthquakes, and the maximum working pressure should be clearly indicated on the pressure gage.

(double-sided printing)

----- Shear Line

I hereby am willing to abide by the regulations after carefully reading the aforesaid environmental safety and health code of practice and fully understanding the contents. (Please cut off it along the shear line and send it back to environmental safety center of the departments/institutes for record keeping)

Signature: _____

(Personal signature is required. Any allograph or forged signature is prohibited, or anyone shall bear the responsibility of the consequences.

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

Date: _____

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 it's less than 0.5m/sec, notify the manufacturer for maintenance.
12. Safety assessment shall be performed with care prior to any 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. Wearing lab coat is required at all times in laboratory; Wearing gloves, safety goggles and a protective mask are also required on the needed basis.
15. Any member of laboratory must learn to operate extinguishers and be aware of the locations and operative methods of various 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 the flood prevention must be borne in mind when performing unsupervised experiments, and the simple action plan, emergency contact persons as well as contact means be posted on obvious position of the door.
17. Any personnel who is the last one to leave the laboratory, especially before weekend and long holidays, must actually check to make sure all electrical devices and lab equipments are switched off, gas cylinders and and water faucets are actually closed.