

BASIC RULES AND PRINCIPLES OF SAFE WORKING

1. Do not drink or smoke in the chemistry laboratory!
2. Persons who are drunk or under the influence of intoxicants are not allowed to enter the laboratory!
3. **Work with concentration, discretion, and extreme caution!**
4. Always wash your hands with soap before starting work!
5. Always read and follow the work instructions carefully before starting work!
6. Before starting work, familiarize yourself carefully with the risks arising from the properties of the chemicals, tools, instruments, and experiments to be carried out!
7. If any instruction or part of it is not sufficiently clear, ask the responsible person or the teacher for clarification!
8. **Keep clean and tidy!**
9. If you have long hair, always keep it tied up!
10. Wear protective equipment - lab shoes, **long-sleeved lab coat**, **goggles** and shields, **gloves**, etc.!
11. Always familiarize yourself with the contents of your first aid kit!
12. Remember important phone numbers for **fire brigade (150)**, **emergency medical services (155)**, **police (158)** and the emergency number (112)!
13. All bottles in the laboratory must be clearly and legibly labelled with what they contain!
14. Solid chemicals should never be handled with hands, but only with clean laboratory spoons and spatulas!
15. Never use containers and refrigerators that are designed to hold chemicals for food storage!
16. When diluting acids, always pour the acid into the water, not the other way around!
17. Respect safety and information signs and plates!
18. Observe the applicable regulations for safe working with hazardous substances!
19. Familiarize yourself in detail with the operating principles of each device you will be working with. Always follow the safety instructions in the manual!
20. Familiarize yourself with all safety data sheets for the chemicals you will be working with (if necessary, they are available in laboratory Z013 in the glass cupboard on the right)!
21. Always work only with labeled chemicals in the lab!
22. Work in the laboratory only if your health condition is appropriate! Pregnant women and mothers up to the end of the 3rd month after childbirth are not allowed in the laboratory!
23. Never let children or other unauthorized persons into the laboratory!
24. Observe the principles of safe working with electrical equipment!

25. Only trained persons may handle and work with pressure cylinders!
26. When using a flame, observe the safety of working with natural gas and close the valve on the distribution pipe when work is finished!
27. Strictly **follow the instructions of the practitioner, supervisor and head of the laboratory** and follow the established working procedures during the experiments!
28. Do not store corrosives at a height higher than your shoulder height!
29. If you are dissolving solid hydroxide, pour it into the water in small batches and stir constantly. Never pour water on the hydroxide!
30. Only work with fuming, irritating, odorous and toxic substances **in a fume hood**, which should never be turned off!
31. Always **inform the laboratory staff when working with hydrofluoric acid (HF)** and use special protective equipment designed for this purpose!
32. Pipet corrosive, toxic or infectious liquids only with automatic pipettes!
33. Pay extra attention to your surroundings when performing experiments!
34. Always use clean spoons and spatulas when handling chemicals!
35. If your hands are exposed to the chemical, rinse and wash your hands immediately with water and soap!
36. Always heat chemicals gently and slowly!
37. When working with test tubes and other containers containing chemicals, make sure that the neck of the tube is always facing away from you or other people!
38. Observe the legal requirements for handling, handling, and disposal of hazardous waste!
39. Never sniff chemicals!
40. Never taste chemicals, it could be fatal!
41. Always wear safety goggles when working with alcohol, acid, or hydrogen peroxide!
42. Never place alcohol, gasoline, or other flammable substances near a flame!
43. If you pour or spill a chemical, clean up the mess immediately!
44. If a fire breaks out, try to fight it with your own strength (with a fire extinguisher); turn off the electricity, remove flammable substances and compressed gas containers from the vicinity of the fire; if you cannot fight the fire with your own strength, call the **fire alarm station of the University (+420 224 382 222)** or contact the fire brigade directly (150)!
45. After finishing the work, clean the instruments and laboratory equipment carefully. Put them back where they belong and clean up the workplace!
46. **Report any emergencies, breakage of equipment, chemical exposure to eyes and skin, or accidents** to your supervisor, head of the laboratory or technician.