**Safety Induction for G25**

Refer to the Laboratory Local Rules documents for additional information

1. **Lab coats, glasses and gloves**

* Lab coats and glasses must be worn at all times in the laboratory.
* Gloves must be worn when setting up/working up reactions.
* Lab coats and gloves never to be worn in clean areas (write up room) or outside the lab.

1. **Fire Exits**

* RAISE THE ALARM in the event of a fire or any other incident.
* Location of fire alarms, exits (emergency button), extinguishers and fire blankets.
* Assembly point: INSIDE BRUNSWICK SQUARE PARK
* Follow instructions regarding re-entry into the laboratory when the alarm has ceased.

1. **Spillages and personal injury**

* Location and demonstration of eyewash station and safety shower
* Location of spill kits
* Location of first aid box (Ground floor first aiders: contact Reception)
* Accident report forms

1. **Sinks**

* One hand wash only and three for general washing but NO solvents.
* Purite system.

1. **Solvents**

* Location of non-halogenated, halogenated, anhydrous and HPLC solvents.

1. **Waste disposal**

*Solvents*

* Waste solvent goes into the red halogenated or non-halogenated waste containers in the fumehoods.
* Location of acidic and basic/neutral aqueous waste containers. NEVER down the sink.

*Solids*

* Silica is to be dried and double-bagged IN YOUR FUMEHOOD and placed in the tub with a BLUE LID in the waste fumehood (location of bags and masks).

*General*

* The tub with an ORANGE lid is for SHARPS ONLY.
* There are glass-bins placed throughout the lab which are for GLASS ONLY.
* There are several non-contaminated waste bins, NO GLOVES, GLASS OR SHARPS
* There is also a contaminated waste bin for gloves and other contaminated waste, NO GLASS OR SHARPS.

A more detailed description of waste handling procedures is available in the lab Local Rules document.

1. **Liquid Nitrogen and Dry Ice**

* Why it is used.
* Where it is kept (Large Dewar and dewar bowls).
* Burn hazard.
* Wearing appropriate gloves whilst handling.

1. **Paperwork**

* Electronic COSHH forms completed BEFORE reaction and to be sent to your supervisor for approval.
* Overnight experiment form.
* Out of hours working (8pm cut-off).
* Last person out checklist.
* Forms may be printed from the Lab Safety Folder.

Further details, protocols and generic risk assessments are available in the lab Local Rules documents.

1. **Cleaning**

* Cleaning of the lab is carried out every Thursday by alternating fumehood row.

**Declaration**

I have attended the G25 Safety Induction and have understood the local G25 safety regulations.

Signed (student/staff): Date:

Printed (student/staff):

Signed (supervisor): Date:

Signed (Head of Department): Date:

**Equipment Induction for G25**

1. **Fumehoods**

* Vacuum line and trapping.
* Nitrogen line and generator.
* Water recycling pumps (NO water to be poured down fumehood sinks).
* Rotary evaporators

1. **Equipment**

* Balances are to be left clean and ready for use by the next person.
* Fridges (locating chemicals)

The following equipment must not be used until you have been trained and signed off by the responsible person:

|  |  |  |  |
| --- | --- | --- | --- |
| Equipment | Responsible Person | Date of training | Signature |
| Hard Vac (Front of lab) |  |  |  |
| Liquid Nitrogen |  |  |  |
| Vacuum Buchi |  |  |  |
| Vacuum Ovens |  |  |  |
| Walk-up LCMS |  |  |  |
| Washing Machine |  |  |  |
|  |  |  |  |
| Column Chromatography | Your Supervisor |  |  |
| Use of Rotary Evaporator | Your Supervisor |  |  |
| Use of anhydrous solvents | Your Supervisor |  |  |