

## **GENERAL HEALTH AND SAFETY RULES IN THE ORGANIC CHEMISTRY LABORATORY**

1. In order to be allowed to perform exercises in the laboratory, a student must be familiar with the rules and general principles of safety and hygiene in the organic chemistry laboratory.
2. In the laboratory, students are allowed to stay only in the presence of laboratory instructors.
3. Each student performing exercises in the laboratory must have: lab coat, goggles, small towel and laboratory logbook.
4. In the laboratory, it is obligatory to have long hair up and wear flat and grip shoes.
5. Before starting to perform the exercise, the student is obliged to become familiar with Material Safety Data Sheets of the hazardous substances they will be working with and ask the instructor to check that the apparatus is well assembled.
6. Exercises should be carried out in accordance with rules, without endangering yourself and others.
7. It is the student's responsibility to keep the laboratory clean and tidy, most of all in relation to the position occupied.
8. It is forbidden to keep clothes, bags, backpacks or books on the laboratory tables, with the exception of laboratory logbooks. Clothing and bags must be left in the cloakroom.
9. Eating, drinking and chewing gum as well as using mobile phones are prohibited in the laboratory.
10. Broken glass, paper and other solids must not be thrown into the sinks, pouring concentrated solutions into sinks is also not allowed.
11. All reactions in which irritant gases or vapours are given off must be carried out under a fume hood.
12. The instructor must be notified whenever you leave the laboratory and you must not left unattended laboratory equipment.
13. Chemicals and laboratory equipment must not be taken out of the laboratory.
14. Any glassware should be carefully inspected before use to ensure that it is not damaged. Any remarks should be reported to the instructor or technician worker.
15. The student, in case of damage to glassware or other apparatus, is obliged to bear the costs for damage to laboratory equipment.
16. All unfortunate accidents, even a slight injury, should be reported immediately to the to the laboratory instructor.

### **When performing laboratory exercises:**

1. Solids are placed in the flask through a plastic funnel with a short, wide leg, liquids are poured through glass funnels.
2. When placing substances in the flask, it is necessary to:
  - move the heating mantle away (**the flask should not be in or above the heating mantle**),
  - take care not to soil the grind (if the grind is soiled, wipe it and re-lubricate it with grind lubricant).
3. When the heating is complete:
  - unplug the heating mantle, remove it from under the flask and then, **after the mixture has cooled down**, disassemble the apparatus (except for crystallisation - due to the need for hot filtration),
  - after heating is complete and the flask is removed, ensure that the condenser does not hang over the heating mantle.