

December 4th, 2013

Safety Standards for the Northwestern University Department of Chemistry

Reporting/Authority

1. Any member of Chemistry Department who observes unsafe conditions, practices or behaviors (specifically, violations of these standards) must immediately inform
 - a. The appropriate PI or supervisor; AND
 - b. The Office of Research Safety
2. All members of the Chemistry Department have the authority to stop or suspend any activity they feel to be unsafe, for any reason and at any time. If this is disputed, the violation should be immediately reported to the office of Research Safety.

Proper Dress

3. All lab workers are expected to wear appropriate clothing while in any area defined by Facilities Management as a laboratory area. This includes offices attached to the lab. Shirts must cover the entire torso and upper arms. Pants/dresses/skirts must cover from waist to ankle. No shorts, short/midlength skirts, or short pants are allowed.
4. Lab workers are also required to wear shoes that cover the entire foot while in any area defined by Facilities Management as a laboratory area. This includes offices attached to the lab. Sandals, open-toed shoes, high heels, or shoes that do not cover the top of the feet are not acceptable. Shoes made of sturdy materials, such as leather, are highly recommended, while fabric or mesh shoes should be avoided.

Personal Protective Equipment (PPE)

5. While in a wet chemistry area and handling chemicals, researchers are required to wear a lab coat. The lab coat must either be 100% cotton or a Flame Resistant (FR) rated coat. Note: No lab coat should be worn in an office or office area attached to a lab.

December 4th, 2013

6. Students, faculty, and staff are required to wear the proper type of safety glasses or goggles while in the lab. This includes, but is not limited to, chemical splash goggles, safety shields, and appropriate laser safety goggles.
7. Northwestern issued (approved) gloves—matched to the hazard—must be worn while working with hazardous chemicals, glassware, equipment or processes.

Lab Order/Cleanliness/Inventory

8. Personally assigned research space must be kept [wiped] clean and organized at all times. The PI must assign responsibility for the hygiene of shared spaces.
9. At least annually, a comprehensive review and visual inspection of the lab's chemical inventory must be conducted with old, unwanted, unneeded or unusable chemicals identified and removed through ORS.

Compliance

10. Non-compliance with these safety standards is contrary to safe conduct of science and subject to departmental and institutional oversight, including the possible closure of the laboratory.