**Common Work Practices in the Laboratory**

**Personal Safety Work Practices**

The following is a list of common personal safety work practices:

* Do not recap needles or re-sheath scalpels.
* Do not eat, drink, or store food or drinks in the laboratory.
* Do not apply makeup or lip moisturizer, or handle contact lenses in the laboratory.
* Wear proper PPE such as safety glasses and a laboratory coat upon entering the laboratory.
* Wash your hands:
  + After removing your gloves
  + Before exiting the laboratory
* Wear appropriate clothing such as closed-toe shoes and long pants.
* Tie back loose hair.
* Be sure you are up to date with your vaccinations.
* Do not mouth pipette.

**Facility Safety Work Practices**

The following is a list of common facility safety work practices:

You should:

* Make sure emergency equipment, like fire extinguishers and exit routes, are not blocked.
* Know the location and protocols for fire extinguisher and Automated External Defibrillator (AED) use.
* Know the location and procedures to use eyewashes, safety showers, first aid kits, biological spill kits, chemical spill cabinets, and exits.
* Maintain proper airflow by keeping laboratory doors closed.
* Clean up spills, loose paper, and clutter on the floor to reduce slips and falls. Similarly, laboratory furniture must be easily cleanable. Laboratory chairs cannot be cloth covered.

**General Safety Work Practices**

The following is a list of general safety work practices:

* Discard anything that can puncture skin into sharps containers. Do not re-sheath or recap needles before putting them in the sharps container.
* Broken glass, like capillary tubes, that are biohazardous can be discarded with other sharps.
* Place non-biohazardous broken glass in a separate waste receptacle from the sharps container.
* Place chemicals in assigned storage areas.
* Label all containers.
* Escort visitors at all times.