

ENVIRONMENTAL HEALTH AND SAFETY

RESEARCH SAFETY

LABORATORY SAFETY



Lab Housekeeping

Housekeeping is an important element to a laboratory safety program. A clean, well-maintained lab improves safety by preventing accidents and can enhance the overall efficiency of the work being performed. The following laboratory housekeeping guidelines should be followed:

- **All doorways and hallways must be free of obstructions to allow clear visibility and exit.**
 - The laboratory should be uncluttered without excessive storage of materials that could cause or support a fire (e.g., paper, cardboard, flammable liquids, etc.).
 - Fire protection sprinklers must be unobstructed; a minimum of 18 inches of clearance is required below the sprinkler head. If the laboratory does not have fire protection sprinklers, there must be a minimum of 24 inches of clearance below the ceiling.
 - Do not store items that block fire extinguishers, eyewash and safety shower stations or in front of electrical boxes/panels in the lab.
- **All work surfaces should be kept as clean as possible.** All potentially chemically contaminated work area surfaces (e.g., chemical fume hood deck, countertops) should be cleaned routinely (e.g. daily, weekly)
 - Ensure that all waste (e.g., trash, chemically contaminated debris waste, etc.) is placed in the appropriate containers. Do not overfill waste containers.
 - Chemical containers must be clean, properly labeled and returned to storage upon completion or usage. Avoid storing liquids above eye level.
 - Never pour chemical waste into sink drains or rubbish bins unless instructed to and as permitted by Safety Data Sheets (SDS).
 - **All equipment should be cleaned and returned to storage after each use.**
 - **Do not store heavy or frequently used items on top shelves. Locate items used daily close to the work area.**



Administrative Operations

Environmental Health & Safety

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