

**PURDUE UNIVERSITY**  
**School of Chemical Engineering**  
**Safety Policy Statements**

This document describes safety policies specific to Forney Hall, introduced by the Chemical Engineering (ChE) Safety Committee and enforced throughout the School. These policies are in addition to the general safety rules found in the Purdue Chemical Hygiene Plan (CHP) and the rules applicable at University level. More stringent rules, for a specific work area that all users would be subject to, may be put in place by concerned faculty.

1. Chemical/biological/produced materials are not allowed in offices (not even small samples).
2. Coats, bags/backpacks are not allowed in the labs - store them in your offices. Undergraduate students and short-term visitors performing research in ChE Laboratories, who do not have an office space assigned, should get a locker to store their belongings. Please contact Marsha Shafer (FRNY G027, Tel: 4-4069) who will assist you in this regard.
3. Food and drinks are not allowed in the labs.
4. Safety glove use outside of labs (**stricter rules may apply at faculty discretion**):
  - a. Chemical resistant safety gloves may be worn outside of labs only in designated areas of the building. These areas will be clearly marked by signs, which identify them as “One glove policy” areas.
  - b. When using chemical resistant safety gloves within the “One glove policy” areas, one hand **MUST** remain ungloved to open and close doors and the other hand may be gloved. Doors may be opened with bare-hands only (i.e. use of a lab coat sleeve to open doors is not acceptable).
  - c. Chemical resistant safety gloves may **NOT** be worn in public areas, including offices, conference rooms, classrooms, stairwells, elevators, computer labs, lounges, restrooms, the atrium, catwalks, and other areas not designated as “One glove policy” areas.
5. Transporting material between labs:
  - a. All material must be transported in sealed primary containers (both hazardous and non-hazardous chemical/biological/produced material).
  - b. Secondary containment must be used when transporting hazardous material between labs. The secondary containment, such as a bucket, tray, or cart, must be capable of containing at least 1.5 times the volume of the material transported.
  - c. Hazardous (flammable, acidic, caustic, bio-hazard etc.) material handling must be defined in the lab specific CHP and in standard operating procedures (SOPs).
  - d. Transportation of hot/cold material requires a written SOP.
6. Lab coats should not be worn/stored in offices.
7. Bikes are not allowed in the building.
8. All near misses and safety incidents must be reported internally to the Lead Graduate Student (Safety Officer) and PI of the lab, and then to the Safety Committee Chair (currently Dr. Gabriela Nagy).

Adopted: February 2015