

## **Appendix 2:**

### **Lab rules for the lab of Prof. Jing Wang**

#### **1) General**

- Facilities are to be kept clean and orderly. Only the actually needed devices and materials are on the worktable. Supplies are kept in the designated areas or in cupboards only.
- Doors and windows are kept shut while working. In rooms with forced ventilation (lab/workshop exhaust), the windows may never be opened.
- Eating, drinking, and storing food or drink is prohibited in all lab and workshop rooms.
- In labs and workshops, the respective protective clothing and personal protective equipment (PPE) must be worn, see below.
- Do not touch mouth and eyes during work. Wash hands thoroughly after working.
- Cosmetics should not be used.
- Wash hands before leaving the premises.
- Work surfaces are decontaminated and cleaned regularly and after working with a suitable agent. All lab chemicals are labeled and kept in suitable receptacles. Receptacles are never left open, except when actually using the lab chemicals.
- Pointed and sharp utensils should be avoided. The use of syringes and needles should be limited to an absolute minimum. After use, they must be disposed of properly. Glass should be replaced with plastic.
- Storing and using personal items (e.g. bags, mobile phone, etc.) is to be kept to a minimum in the work area.
- When handling laboratory chemicals, as well as when working on machines and equipment, employees must be instructed according to the workplace conditions and their previous knowledge before starting work. Work on certain machines (e.g. machine tools) may only be performed by persons with the appropriate training (e.g. mechanics with federal certificate of competence).
- Special waste must be collected according to the guidelines in the waste disposal concept.
- In case of accidents and/or incidents in the labs and workshops, procedures indicated on the emergency poster are to be followed. Safety-relevant lab incidents are reported to the Group Safety Representative (GSR) and SSHE.
- Pregnant and breastfeeding women may not handle metal powders and lab chemicals. Exceptions are regulated in the Maternity Protection Ordinance. A risk analysis must be made according to ETH factsheet: Maternity protection.
- Before handling hazardous chemical substances and before carrying out experiments in which a hazardous substance could possibly be released, the risk potential must be determined and the necessary precautions taken. For activities with hazardous chemicals, the precautions described in the respective safety datasheets must be heeded and the rules of conduct for handling such substances must be specified in the individual user instructions / Standard Operating Procedures (SOP).
- Work with malodorous or toxic substances and highly flammable gases may only be performed in a fume hood. The respective necessary protective measures must be taken into consideration.

- Combustible fluids which require storing at cool temperatures as well as extremely flammable and highly flammable substances may only be stored in explosion-proof refrigerators or freezers.
- Pressurized (gas) cylinders are always secured with a chain to protect against falling or they must be stored and fastened with a chain in a gas cylinder cabinet. They may only be transported with the transport trolley specifically intended for this purpose.

**Personal protective equipment (PPE)**

- When inside the lab protective goggles must be worn; Eyeglass wearers can either wear corrective optical goggles or safety goggles over their own glasses. Contact lenses may not be worn – not even together with protective goggles.
- A lab coat must be worn when working in a lab in which chemical or biological materials are handled. The lab coat is never worn open. Legs must be completely covered by clothing, e.g. long trousers (stockings, leggings or similar are not considered long trousers). Feet must be completely protected up to the ankle by suitable robust and closed shoes. Bare feet, open-toe shoes/sandals or high heels are not permitted.
- Lab coats are not to be worn in offices, seminar rooms, restrooms or in rooms in which food and drinks are stored or consumed.
- Gloves must be worn for any activity which involves a risk (contamination or injury of the hands), for example when handling harmful chemicals or when skin exhibits wounds or cracks. Suitable protective gloves must be worn when working with lab chemicals (see safety datasheet for the respective substances). Contaminated gloves must be immediately replaced or cleaned. When using gloves, care should be taken not to transfer any metal powders and lab chemicals when phoning, opening all types of doors, using water faucets, etc. → remove gloves beforehand!
- Particularly contaminated protective clothing (e.g. lab coats, gloves) should be removed before leaving the work area.
- Depending on the hazards, additional PPE is necessary for particular work, e.g. hearing protection, safety shoes, dust mask, gloves protecting against cold, or similar.
- Defective and / or expired PPE must be replaced and may not remain in continued use.