

**LABORATORY SAFETY RULES**  
**2023/2024 Academic Year**  
***Department of Microbiology, Immunology and Laboratory Medicine***

Students are required to follow microbiology laboratory safety rules. If you have any doubts, do not hesitate to ask your teacher

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**General rules**

- It is not allowed to enter the class in outerwear (jacket, coat, etc.). They should be left in the student cloakroom located on the hospital (next to the Brzeziński lecture hall) or on the hangers in front of the entrance to the department.
- Students late more than 20 minutes will not be allowed to attend the classes
- No food, drinks and smoking are permitted in classrooms
- Students leave their bags, backpacks, handbags, etc. In the classroom in the place shown by the teacher
- Department is not responsible for items left by the students
- Handwashing or hand disinfection must be done before entering as well as before leaving the class room
- Keep hands away from your face, nose, eyes, ears, and mouth because of risk of self-infection
- Long hair should be tied
- Keep the safe social distance between your class mates and class teacher/s
- Students are required their own didactic materials (including pre-printed drafts)
- It's forbidden to use the department's photocopier by the students
- Approved detailed Health and Safety Regulations are available in the class room

**Laboratory Coats**

- During class student is obliged to provide and wear his/her laboratory coat
- Laboratory coats must be clean and buttoned
- After class, student is obliged to take his/her laboratory coat from the class room

**Working rules**

- Use gloves working with the biological material
- Be careful around Bunsen burners
- Label all self-prepared culture, slide etc. with your initials, name, date or any other applicable information
- After the end of the class, please return all chemicals, reagents, cultures, and glassware to their appropriate places
- Flame transfer bacteriological loops before and immediately after use to transfer biological material
- Do not walk about the class room with transfer loops or pipettes containing infectious material
- Avoid unnecessary conversation, loud talking, fast walking, making sudden movements when you use gas burners
- Before using reagent (check the label) making sure that it is appropriate. If you have doubt, ask your teacher
- Work areas/surfaces must be disinfected after use
- If you are injured in the class room, immediately contact your teacher

**Glass slide preparations**

- Return all ready glass slide preparations (prepared by the staff) to their appropriate place (wooden, plastic or glass stands) WITHOUT OIL REMOVAL
- Place self-prepared glass slide into the benchtop disinfectant agent

**Clean-up the your workplace at the end of practical class**

- Turn off Bunsen (gas) burners before leaving the class room
- Turn off microscopes before leaving the class room
- Wipe objectives of microscope from immersion oil using tissue paper
- Report any broken equipment
- Return all used tools to their location
- Dispose of wastes in their proper containers (see Biohazard Waste Disposal below)
- Wash your hands and leave the lab coat on the wall rack before leaving the class room

**Biohazard Waste Disposal**

- Dispose of items in the proper containers as indicated
- Non-contaminated items (ie. paper) can be disposed by placing them in the regular trash
- Contaminated, self-prepared glass slide, tweezers, probes should be placed into the benchtop disinfectant
- All sharps (broken glass, glass slides contaminated or not, should be discarded into the sharps container
- Plastic Petri dishes, plastic culture plates, transfer pipettes, swabs, gloves should to be disposed into biohazard ("red bag") container