

## General laboratory instructions for S-301 (English)

1. All activities performed without supervision/outside schools opening hours must be approved in advance by a supervisor. A mandatory JSA meeting (Job Safety Analysis) should be completed before start-up.
2. Use Safety Data Sheets (SDS) to familiarize yourself with the chemicals in your procedure and other chemicals stored in the individual laboratories.
3. Mandatory training must be completed before any use or operating of instruments and other advanced equipment.
4. Always wear and use suitable equipment/clothing in the lab. Check MSD for specifics regarding need for protective gear on specific chemicals.
5. Any food and/or beverages (also including snuff/chewing gum) are prohibited.
6. Keep the laboratory area and lab bench in good order. Bags, backpack, clothes and other equipment must be placed so that they do not block the escape route and emergency exit. The doors to the laboratory should be closed when leaving the lab.
7. Be familiar with Østfold University College's general fire instructions. Try to extinguish the approach to fire, as long as your life and health are not in jeopardy. Secure ongoing work or experiment and follow the fire instructions and meet at the assembly point or muster station.
8. Large amounts of flammable chemicals should not be stored in the laboratory. Flammable waste must be disposed of in separate suitable containers.
9. Organic residues are treated as special waste and collected in glass bottles that are labeled with either "Organic waste" or "Halogen organic waste". These are sent to a waste management center for special waste. Mark the waste bottle with CLP-symbols if necessary.
10. Acid residues are treated as special waste and collected in separate containers. Container must be marked with "Acid waste" and sent to a waste management center for special waste. Mark the waste bottle with CLP-symbols if necessary.
11. Glass- and metal-wastes are sorted and disposed in designated waste bin. Paper waste also have own designated waste bin.
12. Gas cylinders in the laboratory must be strapped securely. Empty gas cylinders must be marked "**TOMT**" (*empty*) and moved to the storage area.

13. Avoid skin contact with chemicals. In a case of an accident, wash the exposed skin areas thoroughly in accordance with the Safety Data Sheets (SDS). Remove contaminated clothing.
14. In case of large acid spills use plenty of water to removed acid spills. Cellulose paper or similar to remove the spills should be placed in water and treated as special waste. When removing small amounts spills, rinse the paper towels thoroughly before disposing of them in normal waste.

### Important emergency telephone numbers:

- Medical: 113
- Police: 110
- Fire: 112

### Other important information

#### **Giftinformasjonen/The Norwegian Poison Information Centre**

24-hour hotline (Open 24 hours a day, 7 days a week) in the event of suspect poisoning: 22 59 13 00 24.

#### **Emergency room**

Phone number: 116 117.

Address: Jens Wilhelmsens gate 1, 1671 Fredrikstad

Map/Location:



#### **Østfold University College IT-support**

Phone number: 69 60 88 50 for Fredrikstad campus og 69 60 80 50 for Halden campus.

E-mail: [itvakt@hiof.no](mailto:itvakt@hiof.no)

**Østfold University College switchboard:** 69 60 80 00

## Østfold University College's general fire instructions

  
**☎ 110    ☎ 112    ☎ 113**

Vakt- og beredskap HiØ / Security and emergency HiØ  
☎ 90 78 48 53

### Branninstruks / Fire instructions

  
**Hvis brann oppstår**

- Utløs manuell brannmelder
- Ring brannvesen på telefon 110
- Om mulig forsøk å slukke

  
**In case of fire**

- Activate the manual fire alarm
- Call the Fire Department at tel. 110
- Try to extinguish fire

**Ved alarm**

- Hjelp andre
- Forlat bygningen

**If the alarm sounds**

- Help others
- Leave the building

**Gjør deg kjent med**

- Rømningsveiene
- Nærmeste brannmelder
- Slukkeutstyr
- Heis skal ikke benyttes ved alarm

**Make yourself familiar with**

- Evacuation routs
- Nearest manual fire alarm
- Fire extinguishers
- Lifts must not be used during alarms

 **Høgskolen i Østfold**

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