

Rules in the practical room

I. General instructions

1. It is compulsory to bring the following things to the practice: white coat, practice book, practical notes prepared by yourself and a pen. **Mobile phone is not allowed to use during the practice** except if it is used as calculator or timer.
2. **You must prepare for every practice.** First you should think over the instructions and tasks and collect the required tools in order to work effectively.
3. **You have to put your coats, bags and other unnecessary clothes in the locker** and lock it. You should leave the key on the wall hanger in the practical room.
4. **You are not allowed to come in to the practical room without a teacher's permission.** It is also not allowed to work without permission.
5. **Wearing a lab coat is mandatory** for designated practical sessions (blood, urine); it must be worn buttoned up during the session, and students are required to bring their own.
6. **You are not allowed to bring in food and drink to the practical room.** If somebody is thirsty it is allowed to go out to drink.
7. You must not bring in and out any chemicals.
8. **It is your duty to clean the desk and laboratory tools which you used,** and to dispose the waste. The remaining waste, chemicals and unwashed tools could be the source of accidents and infections.
9. **It is your responsibility to take care of the laboratory devices.** Before you start to work with the devices you should be informed how to use them.
10. The waste should be treated according to the instructions with special attention to needles and cotton papers contaminated with blood.

II. Work safety policies

A) Working with blood

1. Blood taking must be performed with disposable needles and sterile tools that you must throw out immediately after you have used them into the collecting box.
2. You must disinfect the skin before prick it for taking blood.
3. The disposable needle must be unwrapped only right before using it. The plastic and paper waste should be taken into the trash while the needle contaminated with blood must be thrown out into the specific collecting box.
4. Everyone should work with his/her own blood otherwise you have to wear gloves.
5. Working with blood requires to pay close attention because blood is a potential source of infection.

B) Working with chemicals

1. You must not taste the prepared chemicals.
2. Pay attention to do not change glass stopper of chemical bottles because poisonous gases may be produced. If you do not use the chemical, you have to close it and put back to its place. Take only the amount of chemicals which is needed.
3. You have to use clean tools for taking out chemicals from the bottle.
4. If you dilute a solution, always pour the more concentrated solution to the less concentrated one or to the water while continuously mixing it.
5. To avoid accidents always keep your workplace clean and dry. You should fill the test tube up to 1/3 for heating.
6. Bunsen burner is used for warming which needs special attention and requires the following steps:
 - Check the small gas tap on the desk if it is open or not. It is close if its position is perpendicular to the tube. Close it.

- Open the main gas tap. The main gas pipeline is the yellow tube on the wall. It is closed when the tap is perpendicular to the tube.
 - Strike a match and hold it above the Bunsen burner.
 - Open the small tap on the desk carefully.
 - Set the height and colour of the flame. The small tap of the Bunsen burner sets the gas amount, which determines flame height. The small ring sets the air amount.
7. Use the test tube tongs made of wood during the boiling. You have to place it close to the test tube opening, keep it at an angle and warm the test tube side where the solution is. Move the test tube constantly during warming. Otherwise, the warm solution will be ejected due to bubble formation.
 8. Pay attention that there is no one in front of the test tube during boiling.
 9. Do not bend over the Bunsen burner because your hair or clothes may catch fire.
 10. Place the hot test tubes in the rack and do not touch it with your hands.
 11. If some kind of acid or base drops on your hand you have to wipe it first with a dry cloth, then rinse it with water. If it is necessary you can neutralize it. The acid should be neutralized with 2% sodium-hydrogen carbonate, while the base should be neutralized with 2% acetic-acid.
 12. If any kind of acid or base get into your eyes wash it immediately and neutralize the chemical. The acid should be neutralized by 2% borax solution, while the base should be neutralized by 2% boric-acid. Seek medical attention.
 13. If any chemicals get into your mouth do not swallow it. Rinse your mouth. If you swallow any kind of chemicals it is forbidden to induce vomiting or to drink neutralizing liquid. You have to drink water to dilute the chemical and seek medical attention immediately.
 14. In case of mechanic injuries you should let the wound to bleed for a while, disinfect the skin surrounding the wound then cover it with a sterile bandage. See the doctor.

C) Human examinations

1. Before you start the examination learn how to use the equipments correctly.
2. Clean and disinfect the tools after you have finished the examination.
3. Always ask for your partner's consent before you start an examination.
4. Please respect each other during examination and do not cause uncomfortable feeling or excess pain for each other.

III. Fire protection

1. It is forbidden to smoke in the practical room.
2. Do not throw out the burning match into the trash, it has to be placed into the Petri dish next to the Bunsen burner.
3. The Bunsen burner should be used according to the instructions (see: II/B/7.). If you notice the instrument does not work well, call us and close the main gas tap on the wall.
4. You should tie your long hair when you work with naked light.
5. If your hair or clothes catch fire immediately stand under the safety shower (located at the laboratory entrance) or try to extinguish it with water or a wet cloth.
6. In case of severe fires you should use the fire extinguisher.
7. In case of electric fire cut off the electricity first.

IV. Protection against electric shock

1. The main electric switch is in the first cupboard unit.
2. Do not use instruments with damaged cable or plug. Do not use damaged electric outlets.
3. If an electric equipment is smoking or sparkling turn off the main electric switch immediately.
4. Do not touch the electric equipments with wet hands.
5. If you suspect someone had electric shock let us know about it immediately, you have to turn off the main electric switch. You have to move the victim away from the electric source, call 104 or 112 and treat the patient until the ambulance arrives.