PREPLANNING REFERENCE CARD

The cards below are meant to be torn out and given to laboratory personnel to carry with them, or to post in their work space. The front of each card shows a list of questions to be answered before working with hazardous chemicals. The back of each card provides space for writing important contact information to have in case of an emergency.

BEFORE YOU START YOUR EXPERIMENT ANSWER THESE FIVE QUESTIONS!

1. What are the hazards?
   For example, health hazards, flammability, reactivity, and physical hazards.
2. What is the worst thing that could happen?
   For example, personal exposure, spills, fire, uncontrolled reaction, and electric shock.
3. What can be done to prevent this from happening?
   For example, substitution, guarding, environmental conditions, and modification of a procedure.
4. What can be done to protect from these hazards?
   For example, ventilation, gloves, eye and face protection, and protective clothing.
5. What should be done if something goes wrong?
   For example, spill control, fire extinguisher, safety shower, and eyewash.

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EMERGENCY CONTACT INFORMATION

IN CASE OF EMERGENCY, tell your laboratory manager and call _____.

For **fire,** pull alarm; evacuate building; stay outside to meet with fire department official.

For **hazardous vapors** or **gases,** inform others to evacuate the area; close doors; call _____.

For **gases** or **vapors spreading to other areas**, pull fire alarm; evacuate the building; **WHEN IN DOUBT, GET OUT.**

For **injuries,** call _____ for ambulance.

For **poison** and **other chemical toxicity** information, call _____.

For **simple spills,** call _____ for cleanup advice.

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