Lab Safety Contract

1. Conduct yourself in a responsible manner at all times in the laboratory. No playing around!

2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.

3. Remember to stay on task at all times during a lab assignment.

4. Absolutely no electronic devices in the lab classroom. Only your teacher may make exceptions to this rule.
5. Never work alone. No student may work in the laboratory without an instructor present.

6. Never obstruct the aisles with chairs, books, bags, or any other materials. If you must sit during a lab, sit at a seat that is not near any passageway.

7. Never sit on the counter space or on top of the desks.

8. When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.

9. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.

10. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.

11. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.

12. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored in the classroom area.

13. Keep aisles clear. Push your chair under the desk when not in use. Place all belongings on top of the desk.
14. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are located.

15. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed in the laboratory instructions or by your instructor.

16. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Wash your hands with soap and water after performing all experiments. Clean (with detergent), rinse, and wipe dry all work surfaces (including the sink) and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.

17. Experiments must be personally monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.

18. Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.

19. Handle all living organisms used in a laboratory activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.

20. When using knives and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.

Clothing

21. Any time chemicals, heat, specimens, or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule!

22. Contact lenses should not be worn in the laboratory unless you have permission from your instructor.

23. Dress properly during a laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot. No open-toe shoes allowed.

Accidents and Injuries

24. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.

25. If a chemical should splash in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 20 minutes. Notify the instructor immediately.

Handling Chemicals, Specimens, and Other Lab Materials

26. When obtaining materials from the demonstration desk, make sure you follow the in and out arrows to prevent accidents.

27. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.

28. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.

29. Never return unused chemicals to their original containers.

30. Never use mouth suction to fill a pipette. Use a rubber bulb or pipette pump.

31. When transferring reagents from one container to another, hold the containers away from your body.

32. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.

33. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.

34. Never remove chemicals, specimens, or any other materials from the laboratory area.

35. Take great care when transferring acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

Handling Glassware and Equipment

36. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.

37. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.

38. Inserting and removing glass tubing from rubber stoppers can be dangerous. Always lubricate glassware (tubing, thistle tubes, thermometers, etc.) before attempting to insert it in a stopper. Always protect your hands with towels or cotton gloves when inserting glass tubing into, or removing it from, a rubber stopper. If a piece of glassware becomes "frozen" in a stopper, take it to your instructor for removal.

39. Fill wash bottles only with distilled water and use only as intended, e.g., rinsing glassware and equipment, or adding water to a container.

40. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.

41. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.

42. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.

43. If you do not understand how to use a piece of equipment, ask the instructor for help.

44. Do not immerse hot glassware in cold water; it may shatter.

Please fill out this page and return it to Mrs. Wikler

Agreement

I,_____(print student name) have read and agree to follow all of the safety rules set forth in this contract. I realize that I must obey these rules to insure my own safety, and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe lab environment. I will also closely follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part, may result in being removed from the laboratory, detention, receiving a failing grade, and/or dismissal from the course.

Student Signature _____Date_____

Dear Parent or Guardian:

We feel that you should be informed regarding the school's effort to create and maintain a safe science classroom/laboratory environment.

With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards.

You should be aware of the safety instructions your son/daughter will receive before engaging in any laboratory work. Please read the list of safety rules above. No student will be permitted to perform laboratory activities unless this contract is signed by both the student and parent/guardian and is on file with the teacher.

Your signature on this contract indicates that you have read this Student Safety Contract, are aware of the measures taken to insure the safety of your son/daughter in the science laboratory, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

Parent/Guardian
Signature_____Date_____

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