

OHS Student Laboratory: Safety Contract

Purpose:

Science is a hands-on laboratory class. You will be doing many laboratory activities which require the use of hazardous chemicals. Safety in the classroom is the #1 priority for students, teachers and parents. To ensure a safe science classroom, a list of rules has been developed and provided to you in this student safety contract. They must be followed at all times. Two copies of the contract are provided. One copy is to be signed by both you and a parent/guardian. The other is to be kept in your science notebook as a constant reminder of safety rules.

General Guidelines:

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of the procedure, ask the instructor before proceeding.
3. Never work alone. No student may work in the laboratory without an instructor present.
4. When first entering a science room, do not touch any equipment, chemicals, or materials in the laboratory until you are instructed to do so.
5. Do not eat, drink or chew gum. Do not use laboratory glassware as containers for food or beverage.
6. Perform only those experiments authorized by your instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all directions, both written and oral. Unauthorized experiments are prohibited.
7. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
8. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the lab area. Other materials (books, purses, backpacks) should be stored in the classroom area.
9. Keep aisles clear and your chair pushed under your desk.
10. Know the locations and operating procedures of all the safety equipment including the first aid kit, the eye wash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and exits are located.
11. Always work in a well ventilated area. Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.
12. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
13. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and solutions designated by the instructor. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in proper waste containers, not in the sink. Check the label of all waste containers twice before adding your chemical waste to the container.
14. 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.
15. Keep hands away from face, eyes, mouth, and body while using chemicals or preserved specimen. 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 apparatuses at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
16. 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.
17. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.
18. Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, fumehoods 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 the points and tips pointing down. 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 or glassware are used, students will wear laboratory goggles. There will be no exceptions!
22. Contact lenses should not be worn in the laboratory unless you have permission by your instructor.
23. Dress properly during laboratory activities. Long hair, dangling jewelry, and loose/baggy clothing are a hazard in the laboratory. Long hair must be tied back, and dangling jewelry and loose/baggy clothing secured. Shoes must completely cover the foot; no sandals are allowed.
24. Long pants are required for lab work and natural fibers are suggested.

Accidents and Injuries:

25. Report any accidents (spill, breakage etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
26. If you or your lab partner are hurt immediately yell out "code one, code one" to get the instructor's attention.
27. If a chemical should splash in your eyes or on your skin, immediately flush with running water from the eye wash station or safety shower for at least 20 minutes. Notify the instructor immediately. When mercury thermometers are broken, mercury must not be touched. Notify the instructor.

Handling Chemicals:

28. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless instructed to do so. The proper technique to smell chemicals will be demonstrated.
29. Check the label on chemical bottles twice before removing any of the contents. Take only as much as you need.
30. Never return unused chemicals to their original containers.
31. Never use mouth suction to fill a pipette. Use a rubber bulb or pipette bulb.
32. When transferring reagents from one container to another, hold the containers away from your body.
33. 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.
34. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near a source of flame or heat.
35. Take great care when transferring acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

