

SAFETY PROCEDURES IN THE LABORATORY

The science laboratory provides a hands-on experience with equipment and chemicals which must be handled correctly and safely. Carefully read and study the rules below to insure your safety and that of your classmates. After these rules are discussed and explained by your teacher, please sign the statement and place these rules in your laboratory report folder.

1. You may enter and work in the laboratory only with the approval and under the supervision of a teacher.
2. Each laboratory inquiry must be read before attempting to do it. Particular attention must be given to safety precautions outlined in the lesson. Follow exactly the teacher's instruction and the directions as they are written. If you are in doubt about any part of the experiment, ask your teacher for assistance.
3. The laboratory is a place of serious study and investigation. Any misbehavior of any nature is unacceptable.
 - a. The laboratory furniture and equipment must be used for their intended purposes. Never remove any materials from the lab.
 - b. Windows may be opened or closed only with a specific directive from the teacher.
4. Keep the laboratory and your work station neat and clean.
 - a. Make sure all equipment and glassware is clean before and after an experiment.
 - b. Keep wash sinks free from solid materials; use the waste baskets for paper and refuse.
 - c. Use dust pan to sweep up broken glass which is to be discarded in a designated container.
 - d. Keep the aisles clear at all times.
5. Every student must know the location and the proper use of the following safety equipment: eye-face wash station, fire blanket, fire extinguisher, fire alarm box, gas and electric master shut-off valves, fire exit route, and telephone.
6. Chemicals are to be used only when and as directed by the teacher:
 - a. Carefully read the label on the bottle and identify the chemical.
 - b. Do not taste, touch, and sniff any chemical.
 - c. If you spill any chemicals notify the teacher immediately. If you spill any chemicals on yourself, skin or clothing, rinse your skin area under cold water for 10-15 minutes and with cold water wash out chemical from the clothing.
 - d. Never return used chemicals to their stock bottle; do not mix chemicals if directed to discard into a specific container.
 - e. Carefully remove and replace stoppers to the proper bottles.
 - f. When diluting an acid, always pour the acid into water. Never pour water into the acid.
 - g. When transferring chemicals from one container to another, hold the containers out away from your body and if possible, over a sink.
 - h. Suction bulbs should be used to fill pipettes with chemical reagents. Mouth suction is never to be used.

7. When heating a substance
 - a. always hold a test tube in such a way that it will not splatter on you or your neighbor.
 - b. never heat a substance in a closed container.
 - c. use tongs or clamps when handling hot containers
 - d. wear safety goggles
 - e. never reach across a flame or hot plate.
 - f. never look into the container
 - g. add boiling chips to the container.
8. You may use a Bunsen burner only after your teacher has demonstrated the correct procedures for lighting it. If you encounter any difficulty in lighting the burner, turn the gas off immediately and request teacher assistance. Never leave a lighted burner unattended. The upper part of the burner is very hot after use; do not touch.
9. Never eat or drink anything in the laboratory. Wash your hands thoroughly when indicated.
10. Report all accidents immediately to your teacher. If your teacher is involved in an accident and needs assistance, contact the nearest teacher.
11. Notify your teacher of any medical problems that may relate to lab work. Students who normally wear contact lenses should notify the teacher.
12. Clothing should be appropriate for working in the laboratory. Jackets, ties, and other loose clothing should be removed or secured. Long sleeves should be rolled up. Jewelry that might present a safety hazard, such as necklaces, chains, medallions, or bracelets, should not be worn in the laboratory. Long hair should be tied back or covered. Wear shoes that cover the entire foot; sandals and canvas shoes should not be worn.
13. Safety glasses, protective gloves, and a lab apron should be worn when you are heating substances, working with chemicals, doing dissections, or handling living or preserved specimens.
14. Glass tubing or a thermometer is to be inserted into a cork or stopper only after the teacher's demonstration. When inserting a glass tube, the ends must be fire polished, and the end to be inserted should be lubricated with glycerine. Carefully twist the cork or stopper onto the tube.
15. Always remove the electric plug from the socket by holding the plug, NOT the wire.

I, _____, have read, understand, and agree to follow these science safety rules and procedures. I will follow any additional instructions provided by my science teacher and as indicated in the laboratory exercise.

Student signature

Date