

# Student Laboratory Safety Contract

Science is a hand-on class in which you will do many laboratory activities that require the use of potentially hazardous chemical. Safety is always the #1 priority in any of these activities. The first step to working safely in the lab is to learn the important lab safety rules provided to you in this student safety contract. These rules must be followed at all times. Failure to follow them may result in removal from the lab and a grade of zero. One copy of this contract must be signed by both you and your parent/guardian. The other copy should be kept in your notebook as a reminder of the rules.

## GENERAL RULES

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 directions, ask the instructor before proceeding.
3. Never work alone in the lab. An instructor must be present at all times during lab work.
4. When first entering a science room, do not touch any equipment, chemicals, or other lab materials until you are instructed to do so.
5. Do not eat, drink, or chew gum in lab. Never eat or drink out of lab glassware or containers.
6. Perform only those experiments authorized by the instructor. Never do anything that is not called for in the procedure or by your instructor. If you are interested in further experimentation, it must be approved by your instructor.
7. Be prepared when you enter the lab. Read all procedures thoroughly and complete all pre-lab work before beginning and experiment.
8. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
9. Keep your work area clean and tidy. Bring only necessary materials to your workspace. Clear the area of extra materials such as books, backpacks, purses, etc.
10. Keep the aisles clear. Push in your chair when it's not in use and be careful of where you stand.
11. Know the location and how to operate all safety equipment such as the first aid kit, fire blanket, eyewash, fire extinguisher, and safety shower.
12. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately about any unsafe conditions you observe.
13. Dispose of waste properly. Follow your instructor's directions for disposal. Liquids should go in the designated waste container or down the sink. Solid wastes should be placed in the designated container or in the trash. Solids should never be disposed of in the sink. Always double check container labels before adding your waste.
14. Any laboratory apparatus should be set-up as described in the procedure or by the instructor.
15. Keep hands away from face, eyes, mouth, and body while using chemicals. Wash your hands with soap and water after performing all experiments. Clean all work surfaces and lab equipment thoroughly and return it to the proper storage area.
16. Experiments must be personally monitored by all members of the group at all times. You will be assigned an area to work in. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.
17. Students are not permitted in science storage rooms or prep. areas unless given specific permission by instructor.
18. Know what to do if there is a fire drill during lab. Make sure all containers are closed, heat sources are turned off, and any electrical equipment is off.
19. Handle all living or preserved organisms used in lab in a humane and respectful manner.
20. When using knives or other sharp instruments, carry them with the tips pointed down and away from your body. If you drop a sharp instrument, don't try to catch it. Grasp sharp instruments only by the handle.
21. If you have a medical condition (e.g. allergies, pregnancy, etc.), check with your physician prior to working in lab and inform your instructor.

## CLOTHING

22. Goggles must be worn whenever chemicals, heat, or glassware are used in a lab. There will be no exception to this rule! (Be especially vigilant about this if you wear contact lenses.)
23. Dress properly for lab. Long hair must be tied back and dangling jewelry must be removed. Loose or baggy clothing must be secured. Shoes should completely cover the foot.

## ACCIDENTS AND INJURIES

24. Report any accident or injury to the instructor immediately, no matter how trivial it may appear. Get help cleaning up chemical spills. There may be special instructions.
25. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water for at least 20 minutes. Have someone else notify the instructor immediately.
26. Don't panic. Follow the rules and get help, but don't create unsafe situations for others in response to an emergency.

## HANDLING CHEMICALS

27. All chemicals in the laboratory should be considered dangerous. Do not touch, taste, or smell chemicals unless instructed to do so. Use the proper wafting technique to smell chemicals.
28. Check the label on chemical bottles twice before removing any of the contents. Take only as much as you need.
29. Never return unused chemicals to their original containers.
30. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
31. When transferring chemicals from one container to another, hold the containers away from your body.
32. Handle acids with extreme care. Always add acid to water when diluting acids.
33. Do not place flammable chemicals near heat sources or open flames.

34. Never remove chemicals or other materials from the laboratory area.
35. Take great care when transporting chemicals from one part of the lab to another. Hold them securely and walk carefully.

### GLASSWARE AND EQUIPMENT

36. Never handle broken glass with your hands. Clean it up with a dustpan and brush. Place broken glassware in the designated disposal container.
37. When removing an electrical plug from a socket, grasp the plug not the cord. Make sure the equipment is turned off before unplugging and that your hands are dry.
38. Examine glassware before using it. It should not be chipped, cracked, or dirty.
39. If you do not understand how to use a piece of equipment, ask the instructor.
40. Do not immerse hot glassware in cold water; it may shatter.
41. Remember, hot glass appears no different than cold glass. Pick up any glass that has recently been heated with caution.

### HEATING SUBSTANCES

42. Do not leave heating devices unattended. Place heating devices in the center of the lab table, not near the edge. Turn them off when not in use.
43. Do not point the open end of a test tube that is being heated towards yourself or anyone else.
44. Never look directly into a container that is being heated.
45. Always use appropriate equipment to transfer hot objects.

### QUESTIONS

46. Do you wear contact lenses?

- Yes     No

47. Are you color blind?

- Yes     No

48. Do you have any allergies?

- Yes     No

If so, please list \_\_\_\_\_

### AGREEMENT

I, \_\_\_\_\_, (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 instructor. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe lab environment. I will also closely follow additional written and oral instructions provided by the instructor. I am aware that any violation of this safety contract that results in unsafe conduct in the lab or that any 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/Guardian,

This contract is one way to inform of the school's effort to create and maintain a safe laboratory environment in your child's science classroom. With the cooperation of instructors, parents, and students, a safety contract such as this one can help prevent many possible hazards of lab work.

You should read through the rules so that you are aware of the safety instructions your son/daughter will be required to follow whenever work is done in lab. No student will be allowed to perform lab activities unless this contract is signed by both the student and their parent/guardian and is on file with the teacher.

Your signature on this indicates that you have read the safety rules, 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 in the lab.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date