

SCIENCE DEPARTMENT / SAFETY RULES & SAFETY CONTRACT

<p>PURPOSE Science is a hands-on laboratory class. You will be doing many lab activities which require the use of hazardous chemicals. Safety in the science 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. These rules must be followed at all times. Two copies of the contract are provided. One copy must be signed by both you and a parent or guardian before you can participate in the lab. The second copy is to be kept in your science notebook as a constant reminder of the safety rules.</p> 	<p>14. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the instructor. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink. Check the label of all waste containers twice before adding your chemical waste to the container.</p>	<p>30. When mercury thermometers are broken, Mercury must not be touched. Notify the instructor immediately. NOTE: Tri-County does NOT use mercury thermometers!</p>
<p>GENERAL RULES 1. Conduct yourself in a responsible manner at all times in the laboratory.</p>	<p>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.</p>	<p>HANDLING CHEMICALS 31. All chemicals in the lab 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.</p>
<p>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.</p>	<p>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 all work surfaces and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.</p>	<p>32. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.</p>
<p>3. Never work alone. No student may work in the laboratory without an instructor present.</p>	<p>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.</p>	<p>33. Never return unused chemicals to their original containers. 34. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.</p>
<p>4. 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.</p>	<p>18. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.</p>	
<p>5. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.</p>	<p>19. 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.</p>	
<p>6. 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.</p>	<p>20. 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.</p>	<p>36. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water (do not add water to acid), swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.</p>
<p>7. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory.</p>	<p>21. 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.</p>	<p>37. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.</p>
<p>8. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.</p>	<p>22. If you have a medical condition (e.g., allergies, pregnancy, etc.), check with your physician prior to working in lab.</p>	<p>38. Never remove chemicals or other materials from the laboratory area.</p>
<p>9. Observe good housekeeping practices. Work areas should be kept clean at all times. Bring only your lab instructions, worksheets, and/or reports to work area. Other materials (books, purses, backpacks, etc.) should be stored in the classroom area.</p>	<p>CLOTHING 23. Any time chemicals, heat, or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule!</p>	<p>39. Take great care when transporting acids and other chemicals in the lab. Hold them securely and walk carefully.</p>
<p>10. Keep aisles clear. Push your chair under the desk (if appropriate) when not in use.</p>	<p>24. Contact lenses should not be worn in the laboratory unless you have permission from your instructor.</p>	<p>HANDLING GLASSWARE AND EQUIPMENT 40. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.</p>
<p>11. 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.</p>	<p>25. 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 sandals allowed.</p>	<p>41. 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.</p>
<p>12. 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.</p>	<p>26. Lab aprons have been provided for your use and should be worn during laboratory activities as appropriate.</p>	<p>42. 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.</p>
<p>13. Be alert and proceed with caution at all times in the lab. Notify the instructor immediately of any unsafe conditions you observe.</p>	<p>ACCIDENTS AND INJURIES 27. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear. 28. If you or your lab partners are hurt, immediately yell out "Help! Help!" to get the instructor's attention. 29. If a chemical splashes 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.</p>	<p>43. Fill wash bottles only with distilled water and use only as intended, e.g., rinsing glassware and equipment, or adding water to a container.</p>
		

