



Lab Safety Guidelines

Coleman Chemistry

Alta High School

GENERAL RULES:

1. **Conduct yourself responsibly at all times.**
2. **Do not eat/drink or bring food/beverages into the lab area.** Also do not use the glassware as food or beverage containers.
3. Leave your backpack at your desk. Do not take it back in the lab with you.
4. Stay with your assigned lab group. Please do not distract the other lab groups or interfere with their experiments.
5. Always read the lab packet before you do anything. Follow all written and verbal instructions carefully. If you do not understand, consult with your other group members *before* you ask the teacher.
6. Never do anything in the lab that is not authorized by the teacher.
7. No student is allowed in the lab without teacher consent.
8. Do not run, shout, or throw things in the lab.
9. Keep your work area neat and clean.
10. Keep lids on all containers and keep the containers away from the edge of the lab tables.
11. Keep your hands away from your face, eyes and mouth while doing labs.
12. Carry sharps appropriately; tips down and away.
13. Know the location and operation of all safety equipment
 - a. Safety Glasses cabinet
 - b. First Aid Kit
 - c. Eye wash
 - d. Safety shower
 - e. Broken glass container
 - f. Fire Blanket
 - g. Fire Extinguisher
 - h. Fire Alarm
14. Rinse out all glassware and leave it to dry in the designated locations.
15. Notify me if an unsafe condition exists in the classroom.

CLOTHING:

1. Dress properly during lab activities:
 - a. Goggles must be worn unless otherwise specified.
 - b. Only close-toed shoes may be worn on lab days.
 - c. Tie long hair behind your head.
 - d. Remove jewelry (rings, bracelets and long necklaces).
 - e. Contact lenses should be avoided.
2. Lab Aprons are available and should be worn during lab activities.

3. If large amounts of chemicals get onto aprons, shirts or pants, remove the clothing immediately.

HANDLING CHEMICALS

1. Know the safety conditions for all chemicals before you do anything with them. Know how to handle chemicals properly:
 - a. Consider all lab chemicals to be hazardous.
 - b. Double check the label before using a chemical.
 - c. Take only the amount of chemical you will use.
 - d. Never return unused chemicals to their original container. Dispose of them according to teacher instruction.
 - e. Never let a chemical near your mouth or nose. Do not smell chemicals directly. If you must smell a chemical, use the "wafting" technique discussed in class.
 - f. Never remove chemicals or other materials from the lab.
 - g. Always hold chemical bottles with two hands when transporting them across the room.
 - h. Handle acids and bases with extreme care.
2. Dispose of all chemicals properly. I will instruct you about how to dispose of specific chemicals.
3. Always wash your hands after the clean-up is complete.
4. Notify me if an unsafe condition exists in the classroom.

HEATING SUBSTANCES:

1. Always light the Bunsen burner away from your face.
2. Never put anything in the Bunsen burner without authorization.
3. Never leave a lit Bunsen burner unattended. If you are not using it, turn it off.
4. When heating substances do not look into the containers.
5. When heating substances with a Bunsen burner, point the mouth of the container away from you and others (point them toward walls).
6. Never leave hot plates on and unattended. If you are not using it, turn it off.
7. Plug hot plates into the outlets on the walls, not the outlets at the ends of the lab desks.
8. Watch any heated substance closely to avoid overheating, burning, splattering, etc.

HANDLING GLASSWARE AND EQUIPMENT:

9. Never handle broken glass with bare hands. Use brush and dustpan and dispose of broken glass in the broken glass container.
10. Fill water bottles with Di water only.
11. If you do not know how to handle a piece of equipment, ask the teacher.
12. Do not unplug hot plates with wet hands and always grasp the plug, not the cord to unplug.

IN CASE OF ACCIDENTS OR INJURIES:

1. Immediately report ALL injuries, no matter how minor, to the teacher.
2. If you cut yourself and it does not require stitches, wash your hands with soap and water and get a bandage from the First-Aid kit.
3. Report any broken glassware to the teacher.
4. If you get chemicals on your hands, wash with plenty of water and soap in the sink.
5. Use the eyewash or shower if you are splashed in the eyes or body with chemicals. Always assume that the chemicals are hazardous.

Consequences:

Failure to comply with the above rules will result in the following:

1. First offense: Student will be given one verbal warning.
2. Second Offense: Student will be removed from lab and will have to complete the lab during my office hours.
3. If the student presents a significant safety problem in lab, a meeting with the parents and an administrator will be called to determine the best course of action for the student.

LAB SAFETY AGREEMENT:

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

(student signature)

(date)

Dear Parent or Guardian:

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

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

You should be aware of the safety guidelines your student has received and the contract they were asked to sign before engaging in lab activities. No student will be allowed to engage in lab activities unless this contract is signed by both the student and parent or guardian and is on file with the teacher.

Your signature on this contract indicates that you have read the guidelines, are aware of the measures that have been taken to ensure the safety of all students, and are also aware of the consequences to violations of the guidelines.

I know that you will encourage your student to conduct themselves properly in lab.

(Parent signature)

(date)