

Millburn's Student Lab Safety Contract

PURPOSE:

Science is a hands-on laboratory class. Students will be doing many activities, which require the use of hazardous chemicals and many different types of equipment. Safety in the science classroom is the #1 priority for students, teachers, and parents. To ensure a safe classroom, a list of rules has been developed and provided to you in this student lab safety contract. These rules must be followed at all times. This copy must be signed by both parent and student then returned to the science teacher before students can participate in the laboratory. Students are responsible for understanding ALL rules on the contract.

GENERAL GUIDELINES:

1. Conduct yourself in a responsible manner at all times
2. Follow all WRITTEN and VERBAL instructions carefully. If you do not understand something, ask the teacher.
3. Never work alone. No student may work in the laboratory without a teacher present.
4. When first entering a science room, DO NOT TOUCH any equipment, chemicals, or other materials until you are instructed to do so.
5. Do not eat, drink beverages, or chew gum in the lab at any time.
6. Perform only those experiments authorized by your teacher. Never do anything in the lab that is not called for in the lab procedures or by your teacher. Carefully follow all instructions, both verbal and written. Unauthorized experiments are prohibited.
7. Labels and equipment instructions must be read carefully before use. Set up and use the necessary equipment as directed in the lab instructions or by your teacher
8. Students are never permitted in the science storage rooms or preparation areas.
9. Be prepared to work in the lab. Never fool around in the lab. Horseplay, practical jokes, and pranks are prohibited.
10. Experiments must be monitored at all times. You will be assigned a station to work at. Do not wander around the room, distract other students, or interfere with other's experiments.
11. Observe good housekeeping practices. Work areas should be clean and neat at all times. Only items needed for the lab should be brought into the lab. Backpacks, books, purses, ETC. Are not allowed.
12. Keep aisles clear. Push your stool/chair in when not in use.
13. Be alert and use caution at all times. Notify the teacher immediately of any unsafe conditions.
14. Know the locations and how to operate all safety equipment. This includes eyewash, safety shower, and fire blanket. Know where the fire alarm and exits are.
15. Know what to do if there is a fire drill during a lab period; containers must be closed, gas turned off, fume hoods off, and any electrical equipment turned off.
16. Dispose of all chemical waste properly. Never mix chemicals in sink drains, sinks are only for water and solutions designated by the teacher. Solid chemicals, metals, matches, filter paper, and other insoluble materials are to be disposed of in proper waste containers, not in the sinks. Check all waste containers twice before adding your waste.
17. Keep all hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Wash your hands with soap and water after all experiments.
18. Clean all work surfaces and equipment at the end of the experiment. Return all equipment to proper storage areas.
19. Always work in a well-ventilated area. Use fume hood when working with volatile substances or poisonous vapors. Never place your head in the fume hood.
20. Handle all living organisms used in lab activities in a humane manner. Preserved biological materials are to be handled with respect and disposed of properly.
21. When using knives or other sharp instruments, always carry with tips and points pointing down and away from your body. Never try to catch a falling sharp instrument. Grasp them by the handles.

CLOTHING

22. Any time chemicals, heat, or glassware are used, you must wear goggles. There are no exceptions to this rule.
23. Dress properly during lab activities. Tie back hair, do not wear dangling jewelry, or loose baggy clothes. Shoes must cover your toes.
24. Lab aprons are provided for you and should be worn during lab procedures.

ACCIDENT AND INJURIES

25. Report any accident (spill, breakage, ETC.) or injury to your teacher immediately, no matter how small.
26. If a Chemical should splash in your eye(s) or on your skin, immediately flush with running water for at least 20 minutes. Notify your teacher.
27. If hurt, yell out CODE ONE or MRS. HOFFMAN!

HANDLING CHEMICALS

28. All chemicals in the lab are to be considered dangerous. Do not touch, taste, or smell any chemical unless told to do so by your teacher.
29. Check the label on each chemical twice before using. Take only as much as your need for the lab.
30. Never return unused chemicals to their original container.
31. Acids must be handled with extreme care.
32. Never remove chemicals or other materials from the lab area.
33. Take great care when moving chemicals from one place to another.

HANDLING GLASSWEAR & EQUIPMENT

34. Never handle broken glass. Tell the teacher, and she/he will clean it up.
35. When moving an electrical plug from an outlet, grasp the plug, not the cord.
36. Hands must be completely dry before touching an electrical switch, plug, or outlet.
37. Examine glassware before each use. Never use dirty, chipped or cracked glassware.
38. Report damaged equipment immediately.
39. If you do not fully understand how to use equipment, ask!
40. Do not immerse hot glassware in cold water, it may shatter.

HEATING SUBSTANCES

41. Use extreme caution when using a gas burner. Never reach over an exposed burner.
42. Light burner only when instructed by your teacher to do so.
43. Never leave a lit burner unattended.
44. Always turn a hot plate or burner off when not in use.
45. Do not point the open end of a test tube being heated toward yourself or anyone else.
46. Heated metals and glass stay hot for a long time. They need to be set aside to cool.
47. Use tongs or heat-protective gloves if necessary for hot glass or metals.
48. Never look into a container that is being heated.
49. Do not place a hot apparatus directly on the lab table. Always use an insulated pad. Allow plenty of cool down time before touching it.

MILLBURN'S SAFETY CONTRACT AGREEMENT

I, _____, have read and agree to follow all of the rules set forth in this contract. I realize that I must obey these rules to insure my safety, and that of my fellow students and teachers. 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 my teacher. I am aware that any violation of this contract that results in unsafe conduct in lab or misbehavior on my part, may result in being removed from the lab, detention, and/or receiving a failing grade.

Student signature _____ Date _____

DEAR PARENT OR GUARDIAN: we feel that you should be informed regarding the school's effort to create and maintain a safe science classroom/lab. With the cooperation of the teacher, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards. You should be aware of the safety instructions your child has received before engaging in any lab activities. Please read the list of safety rules. No student will be permitted to perform lab activities unless this contract is signed by both you and your child and is on file with the teacher. Your signature on this contract indicated that you have read this safety contract and are aware of the measures taken to insure the safety of your child in the science lab, and will instruct your child to uphold their agreement to follow these rules and procedures in the lab at all times.

Parent/ Guardian signature _____ Date _____