

# La Colina Student Safety Rules

## **PURPOSE**

Science is a hands-on laboratory class. You will be doing many laboratory activities that 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. **The contract must be signed by both you and a parent or guardian before you could participate in the laboratory and returned to your teacher.**

## **GENERAL GUIDLINES**

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 a direction or part of a procedure, ask the instructor proceeding.
3. Never work alone. No student may work alone in the laboratory without an instructor present.
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.**
5. **Do not eat food, drink beverages, or chew gum in the laboratory glassware as containers for food or beverages.**
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.
7. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
8. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. **Other materials (books, purses, backpacks, etc.) should be stored in the classroom area.**
9. Keep aisles clear. Push your chair under the desk when not in use.
10. Know the location 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 exits are located.
11. 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.
12. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
13. 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.
14. 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.
15. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Clean and wipe dry all work surfaces (including the sink) and apparatus at the end of the experiment. **Return all equipment clean and in working order to the proper storage area.**

16. 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.**

17. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.

18. Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off and any electrical equipment turned off.

19. 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.

#### CLOTHING

20. When using sharp instruments, always carry with tips and points pointing down and away. Always cut away cut away from your body. Never try to catch falling sharp instruments Grasp sharp instruments only by the handles.

21. Any time chemicals, heat, or glassware are used students will wear laboratory goggles. There will be no exceptions to this rule!

22. 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.

#### ACCIDENTS AND INJURIES

**23. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.**

**24. If you or your lab partner is hurt, immediately get the instructor's attention.**

25. If a chemical should splash 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.

#### HANDLING CHEMICALS

**26. All chemicals in the laboratory 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 is wafting.**

**27. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as specified. Take only as much chemical as specified.**

**28. When transferring reagents from one container to another, hold the containers away from your body.**

**29. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.**

**30. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.**

**31. Never remove chemicals or other materials from the laboratory area.**

**32. Take great care when transferring acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.**

#### HANDLING GLASSWARE AND EQUIPMENT

**33. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place a broken or waste glassware in the designated glass disposal.**

**34. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching and electrical switch, plug, or outlet.**

**35. Examine glassware before each use. Never use chipped or cracked glassware.**

**36. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.**

**37. If you do not understand how to use a piece of equipment, ask the instructor for help.**

**38. Do not immerse hot glassware in cold water; it may shatter.**

#### HEATING SUBSTANCES

**39. Exercise extreme caution when using a burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substances into the flame unless specifically instructed to do so. Never reach over an exposed flame. Light burners only as instructed by the teacher.**

**40. Never leave a lit burner unattended. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.**

**41. You will be instructed in the proper method of heating and boiling liquids in test tube. Do not point the open end of a test tube being heated at yourself or anyone else.**

**42. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.**

**43. Never look into a container that is being heated.**