

Name _____ Teacher _____ Period _____

Fair Lawn Public Schools Lab Safety Rules – Fair Lawn Middle Schools

PURPOSE

Science is a hands-on laboratory class. You will be doing many laboratory activities which require the use of 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 can participate in the laboratory. This contract is to be kept in your science notebook as a constant reminder of the safety rules.

GENERAL GUIDELINES

1. Act **responsibly** in the science classroom / lab. Never fool around in lab.
2. Follow all written and verbal **instructions** carefully. Ask your teacher if you do not understand.
3. **Never work alone.** Your teacher must be present during labs.
4. **Do not touch** equipment or chemicals in the lab until your teacher gives instructions.
5. **Do not eat**, drink or chew gum in the science classroom / lab.
6. **Do not drink** from lab containers.
7. Wear your **safety glasses** when instructed to do so by your teacher.
8. Keep your work area **clean and tidy**.
9. **Keep aisles clear.** Push your chair under the desk when not in use.
10. Know how to use and where to find all safety equipment including **the first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket.**
11. Know where the **fire alarm** and the **exits** are located.
 - a. Gas must be turned off.
 - b. Electrical equipment should be turned off.
12. **Dispose of all waste** properly and according to your teacher's instructions.
 - a. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the instructor.
 - b. 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.
 - c. Check the label of all waste containers twice before adding your chemical waste to the container.
13. 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 (with detergent), rinse, 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.
14. Students are never permitted in the **science storage rooms** or preparation areas unless given specific permission by their instructor.

Fair Lawn Middle School Safety Rules for Science Labs

15. Handle all **living or once living organisms** used in a laboratory activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.
16. 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.

CLOTHING

17. Any time chemicals, heat, or glassware are used, students will wear **laboratory goggles**. There will be no exceptions to this rule!
18. Notify your teacher if you are wearing **contact lenses** prior to the lab activity.
19. **Dress properly** during a laboratory activity.
 - a. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory.
 - b. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured.
 - c. Shoes must completely cover the foot. No sandals allowed.
20. **Lab aprons** have been provided for your use and should be worn during laboratory activities.

ACCIDENTS AND INJURIES

21. **Report any accident** (spill, breakage, etc.) or injury (cut, burn, etc.) to the teacher immediately, no matter how trivial it may appear.
22. If you or your lab partner is hurt, immediately alert the instructor.
23. 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

24. **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 will be demonstrated to you.
25. **Check the label** on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
26. **Never return** unused chemicals to their original containers.
27. Beware of what may appear to be drops of water on laboratory benches. They may be a **corrosive liquid** (acid or base).
28. When **transferring chemicals** from one container to another, hold the containers away from your body.
29. **Never remove** chemicals or other materials from the laboratory area.
30. Take great care when **transporting materials** and other substances from one part of the laboratory to another. Hold them securely and walk carefully.

HANDLING GLASSWARE AND EQUIPMENT

31. Never handle **broken glass** with your bare hands. Inform the teacher when glass breaks. You may be instructed to use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.
32. Inserting and removing glass tubing from rubber stoppers can be dangerous.
 - a. Always lubricate glassware (tubing, thistle tubes, thermometers, etc.) before attempting to insert it in a stopper.
 - b. Always protect your hands with towels or cotton gloves when inserting glass tubing into, or removing it from, a rubber stopper.
 - c. If a piece of glassware becomes “frozen” in a stopper, take it to your instructor for removal.
33. When removing an **electrical plug** from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
34. **Examine glassware** before each use. Never use chipped or cracked glassware. Never use dirty glassware.
35. Report **damaged electrical** equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
36. If **you do not understand** how to use a piece of equipment, ask the instructor for help.
37. Do not immerse **hot glassware** in cold water; it may shatter.

HEATING SUBSTANCES

38. Exercise extreme caution when using a **gas burner**.
 - a. Take care that hair, clothing and hands are a safe distance from the flame at all times.
 - b. Do not put any substance into the flame unless specifically instructed to do so.
 - c. Never reach over an exposed flame.
 - d. Light gas burners only as instructed by the teacher.
39. 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.
40. You will be instructed in the proper method of **heating and boiling** liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.
41. **Heated metals and glass** remain very hot for a long time. They should be set aside to cool and picked up with caution.
 - a. Use tongs or heat-protective gloves if necessary. Allow time for the glass to cool before further handling.
 - b. Hot and cold glass have the same visual appearance.
 - c. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.
42. **Never look into a container** that is being heated.
43. Do not place hot apparatus directly on the laboratory desk. Always use an insulating pad. Allow plenty of time for hot apparatus to cool before touching it.