

Lakeville South High School's Student Safety Contract

PURPOSE

Chemistry is a hands-on laboratory class. You will be doing many laboratory 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 laboratory. The second copy is to be kept in your science notebook as a constant reminder of the safety rules.

GENERAL RULES

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 before proceeding.
3. Never work alone. No student may work 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. Do not use 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. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory.
8. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.

9. 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.

10. Know the locations and operating procedures of all safety equipment including the eyewash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and the 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.

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. Wash your hands with soap and water after performing all experiments. Clean all work surfaces and apparatus at the end of the experiment.

16. Experiments must be personally monitored at all times. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.

17. 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.

18. If you have a medical condition (e.g., allergies, pregnancy, etc.), check with your physician prior to working in lab.

CLOTHING

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

20. Contact lenses should not be worn in the laboratory unless you have permission from your instructor.

21. 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.

22. Lab aprons have been provided for your use and should be worn during laboratory activities.

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 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.

HANDLING CHEMICALS

25. 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.

26. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.

27. Never return unused chemicals to their original containers.

28. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.

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

30. 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.

31. Never dispense flammable liquids anywhere near an open flame or source of heat.

32. Never remove chemicals or other materials from the laboratory area.

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

HANDLING GLASSWARE AND EQUIPMENT

34. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.

35. 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.

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. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless specifically instructed to do so. Never reach over an exposed flame. Light gas (or alcohol) 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. Use tongs or heat-protective gloves if necessary.

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.

44. Hot and cold glass have the same visual appearance. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.

QUESTIONS

45. Do you wear contact lenses?

YES NO

46. Are you color blind?

YES NO

47. Do you have allergies?

YES NO

If so, list specific allergies

AGREEMENT

Dear Parent or Guardian:
We feel that you should be informed regarding the school's effort to create and maintain a safe science classroom/laboratory environment. With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards. You should be aware of the safety rules above. No student will be permitted to perform laboratory activities unless this contract is signed by both the student and parent/guardian and is on file with the teacher. Your signature on this contract indicates that you have read this Student Safety Contract, are aware of the measures taken to insure the safety of your son/daughter in the science laboratory, the consequences for failure to observe these rules, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

I, _____
(student's name) have read and agree to follow all of the safety rules set forth in this contract. I realize that I must obey these rules to insure my own safety, and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe lab environment. I will also closely follow the oral and written instructions provided by the instructor. I am aware that when the first failure to follow any of these rules occurs it will result in 1) written documentation, 2) a conference with the teacher and a call to the parent, and 3) loss of credit for that lab, unless the incident includes injury to your person or others. In that case, it is treated like a third offense. When the second failure to follow the rules occurs it will result in 1) written documentation, 2) conference with parent, dean, myself, and teacher, and 3) loss of credit for that lab and one additional lab. When the third failure to follow the rules occurs it will include all the consequences listed in the second offence and/or additional consequences decided on by the school board and administration in cooperation with the instructor.

Student signature

Date

Parent/Guardian signature

Date