

## **UNION COUNTY EARLY COLLEGE HIGH SCHOOL LABORATORY SAFETY CONTRACT**

### **Purpose**

Science is a hands-on laboratory class. 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. You, and a parent/guardian must sign the UCEC Contract for Lab Safety before you can participate in the laboratory. *Your copy of this Laboratory Safety Contract is to be kept in the front of your science notebook* as a constant reminder of the safety rules.

### **General Guidelines**

1. Conduct yourself in a responsible manner at all times in the laboratory. Never fool around. Do not wander around the room, distract other students, or interfere with the lab experiments of other students.
2. No student may work in the laboratory without an instructor present.
3. Never touch any equipment, chemicals, or other materials until you are instructed to do so.
4. You may not eat or drink in the lab.
5. Carefully follow all teacher, oral and written instructions. Unauthorized experiments are prohibited.
6. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory.
7. Work areas should be kept clean and neat at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) must be stored away from the work area.
8. Know the locations 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 the exits are located.
9. 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.
10. 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 and wipe dry all work surfaces and apparatus at the end of the experiment.
11. You will be assigned a laboratory station at which to work. You may not wander around the lab.
12. If there is a fire drill during your lab period turn, off all gas valves, fume hoods and electrical equipment before leaving. Bring your bookbag/purse with you outside.
13. 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.
14. 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**

15. Laboratory goggles **MUST**, without exception, be worn any time chemicals, heat, or glassware are used.

16. Contact lenses may be worn with the use of unvented goggles. See your instructor.
17. Dress for safety when working in the lab. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot. Sandals are NOT recommended.

### **Accidents and Injuries**

18. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately for clean-up procedures.
19. 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 your teacher immediately.

### **Handling Chemicals**

20. All chemicals in the laboratory are to be considered dangerous. Do not touch or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you. NEVER taste *any* chemicals.
21. Acids must be handled with extreme care. Always add acid to water slowly and carefully swirl or stir the solution.
22. Never remove chemicals or other materials from the laboratory area.

### **Handling Glassware and Equipment**

23. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
24. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
25. If you do not understand how to use a piece of equipment, ask the instructor for help.
26. Do not immerse hot glassware in cold water; it may shatter.

### **Heating Substances**

27. 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 burners only as instructed by the teacher.
28. Never leave a lit burner unattended. Never leave anything that is being heated or is unattended. Always turn the burner or hot plate off when not in use.
29. You will be instructed in the proper method of heating and boiling liquids in test tubes. *Never* point the open end of a test tube being heated at yourself or anyone else.
30. 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 if necessary.
31. Never look into a container that is being heated.

Due Date: \_\_\_\_\_

Please print your names in the correct spaces:

I, \_\_\_\_\_, understand and agree to follow all of the safety rules in this contract. I understand that I must obey these rules to make sure that fellow students, my teacher, and I work and learn in a safe environment. I will cooperate completely 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 instructor. I am aware that any violation of this safety contract will: 1) result in being removed from classroom and 2) negatively affect my grade.

★ **STUDENT SIGNATURE:** I have also read the course expectations, understand them and will abide by class expectations; I will follow the teacher's directions and what is expected of me during chemistry: \_\_\_\_\_

Date: \_\_\_\_\_

Dear Parent or Guardian:

I feel that you should be informed regarding the school's effort to create and maintain a safe science classroom/laboratory environment. You should be aware of the safety instructions your child will receive before participating in any laboratory work. Please read the attached safety rules. *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 the School Laboratory Safety Contract, are aware of the measures taken to insure the safety of your student in the science laboratory, and will instruct your student to uphold his/her agreement to follow these rules and procedures in the laboratory.

★ **PARENT SIGNATURE:** I have also read the course expectations and understand what is expected of my child in chemistry: \_\_\_\_\_ Date: \_\_\_\_\_

Chemistry — Safety — Expectations