 **CENTRAL ACADEMY OF TECHNOLOGY & ARTS HIGH SCHOOL**

**LABORATORY SAFETY CONTRACT**

Science is a hands on laboratory class. Safety in the science classroom is the number one priority for students, teachers, and parents. To ensure a safe science classroom, a list of rules have been developed and provided to you in this student safety contract. These rules must be followed at all times. This copy of the Laboratory Safety Contract is available to everyone at anytime on Central Academy’s website. Students and parents must sign off with their individual science instructor acknowledging these rules before participating in any science laboratories.   
  
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 lab 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-given 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 lab instructions, worksheets, and/or reports to the work area. Other materials (books, purses, back pacts, etc.) must be stored away from the work area.   
8. Know the locations and operating procedures of all safety equipments including the first aid kid, eyewash stations, safety shower, fire extinguisher and fire blanket. Know where the fire alarm and 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 that may be disposed of properly in the sink (as instructed by teacher). Solid chemicals, metal, 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 chemical or preserved specimens. Wash your hands with soap and water after performing all experiments. Clean and wipe all work surfaces and apparatus at the end of the experiment. Throw away all trash and waste into appropriate containers.  
11. You will be assigned a lab 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 gas values, fume hoods and electrical equipment before leaving. Bring your back pack/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 property.   
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 be worn any time chemicals, heat or glassware are used.   
16. Contact lenses may be worn with the use of unvented goggles,  
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 permitted.   
  
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 techniques 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, cracked or 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, as the instructor for help.   
26. Do not immerse hot glassware in cold water, it may shatter.   
  
Heating Substances  
  
27. Use extreme caution when using a gas burner. Keep 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 or anything that is being heated unattended for any amount of time. Never leave anything that is being heated 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 metal 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.