

# Student Safety Contract

## PURPOSE

Science 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 binder or notebook.

## GENERAL GUIDELINES

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. **Do not fool with or operate safety equipment or any equipment in the laboratory without permission.**
3. Never work alone. No student may work in the laboratory without an instructor present.
4. Do not eat, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
5. Perform only those experiments authorized by the instructor. Never do anything that is not called for in the laboratory procedures.
6. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory.
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 work area. Other materials (books, purses, backpacks, etc.) should be stored in the classroom area.
9. Keep aisles clear. Push your chair or stool under the lab desk when not in use.

10. 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 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 in 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. 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.

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 in case of a fire drill. Close all containers, unplug electrical equipment and exit in an orderly fashion.

19. Handle all living organisms in a humane manner. Preserved specimens are to be treated with respect and disposed of properly.

20. Carry sharp object with the tips and points Pointing down and away. Always cut away from your body. Never try to catch a falling sharp object. Grasp sharp instruments only by the handles.

## CLOTHING

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

22. Contact lenses should not be worn unless you have permission from the instructor.

23. Dress properly for a laboratory activity. **Tie back long hair, secure dangling jewelry, and wear closed-toed shoes.**

24. Lab aprons have been provided for you to use and should be worn during laboratory activities.

## ACCIDENTS AND INJURIES

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

26. If you or your lab partner are hurt, let the instructor know immediately.

27. If a chemical should splash in your eyes or on your skin, immediately flush them with running water from the eye wash station.

28. If a Mercury thermometer is used and broken, **DO NOT TOUCH THE MERCURY!**

## HANDLING CHEMICALS

29. 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 to WAFT them.

30. Check the label on chemical bottles twice before removing any of the contents. Take only the amount you need.

31. Never return unused chemicals to the original containers.

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32. When transferring reagents from one container to another, hold the containers away from your body.
33. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always **add acid to water**, not the other way around. Stir or swirl the solution and be careful of the heat produced.
34. Handle flammable, hazardous liquids over a pan to contain spills. Never work with flammable liquids near an open flame.
35. **Never** remove chemicals or any materials from laboratory.
36. 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

37. Carry glass tubing in a vertical position to minimize the likelihood of breakage and injury.
38. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken glass in the broken glass disposal box.
39. Fill wash bottles only with distilled water and use as intended, e.g., rinsing glassware and equipment, or adding water to a container.
40. 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.
41. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
42. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
43. If you do not understand how to use a piece of equipment, ask the instructor for help.
44. Do not immerse hot glassware in cold water. It might shatter.

## HEATING SUBSTANCES

45. 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 as instructed by the teacher.
46. 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.
47. 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.
48. Heated materials and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs, heat-protective gloves, or hot-hand mitts if necessary.
49. Never look into a container that is being heated.
50. Allow plenty of time for hot apparatus to cool before touching it.

## QUESTIONS

51. Do you wear contact lenses?  
☐ YES    ☐ NO
52. Are you color blind?  
☐ YES    ☐ NO
53. Do you have allergies?  
☐ YES    ☐ NO  
If so, list specific allergies

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## AGREEMENT

I, \_\_\_\_\_, (Print student's name) have read and agree to follow all 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 my fellow students to maintain a safe lab environment. I will closely follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part, may result in being removed from the laboratory, detention, adapt, and/or receiving a failing grade for the activity.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Dear Parent or Guardian:  
We felt 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 instructions your son/daughter will receive before engaging in any laboratory work. Please read the list of safety rules put forth in this contract. 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 child in the science laboratory, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date