

LABORATORY SAFETY CONTRACT

Science is a hands-on laboratory class. You will be doing many laboratory activities that require the use of hazardous chemicals and/or equipment. Safety in the science classroom is the #1 priority for the students, teachers, and parents. To ensure a safe science classroom, a list of rules has been developed and provided to you in this laboratory safety contract. These rules must be followed at all times. Two copies of the contract are provided. Both you and a parent or guardian must sign and return the first copy before you may participate in the laboratory. The second copy is to be kept in your science notebook as a constant reminder of the safety rules.

1. **GOGGLES MUST BE WORN AT ALL TIMES!!!**
2. Conduct yourself in a responsible manner at all times in the laboratory.
3. Follow all written and verbal instructions carefully. If you do not understand a procedure, ask for clarification before proceeding.
4. Pay close attention to any cautions described in the laboratory.
5. Shoes must be worn that covers the toes. No open toed shoes may be worn in the laboratory.
6. The instructor must be present at all times in the laboratory. If the instructor must leave, all experiments must stop until they return.
7. Wait until instructed to begin before touching any equipment, chemicals, or other materials.
8. Perform only those experiments authorized by the instructor. Unauthorized experiments are prohibited.
9. Be prepared to conduct an experiment by reading the materials prior to entering the laboratory.
10. Horseplay, practical jokes, and pranks are dangerous and prohibited in the laboratory.
11. Work areas should be clean and tidy at all times. Bring only what materials are necessary to complete the laboratory. Leave all other materials in a stored area. Keep pathways clear.
12. 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 alarms and exits are located.
13. Use the fume hood when working with volatile substances or poisonous vapors.
14. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
15. Dispose of all chemical waste properly. Follow all chemical disposal instruction given by your instructor.
16. Labels and equipment instructions must be read and followed correctly. If you are unsure what you read, ask your instructor for clarification before proceeding.
17. Keep hands away from face, eyes, mouth, and body while using chemicals or preserved specimens. Wash your hands with soap and water after performing any and all experiments.
18. Return all equipment clean and dry. This includes, but is not limited to glassware, work surfaces, sinks, and any apparatus.
19. You must monitor all experiments you are conducting. If you are wandering around the room, you are not monitoring your experiment. Stay at your workstation during the experiment.
20. Students are not allowed in the chemical storage or preparation areas. Unless given specific permission by your instructor do not enter these areas.
21. In case of a fire drill during an investigation; be sure to turn off gas valves, turn off fume hoods, turn off any equipment being used, and close any containers being used.
22. Handle all living organisms used in the laboratory in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.
23. Properly mount the dissecting specimens to the dissecting tray before making an incision.
24. When using knives and other sharp instruments, always carry with tips and points down and away. Always cut away from your body. If one is dropped, let it fall...do not try to catch it.
25. 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.
26. Laboratory aprons have been provided and must be worn during experiments.
27. Report any accident or injury to the instructor immediately, no matter how trivial it may appear.
28. If a chemical should splash in your eye(s) or skin, immediately flush with running water for at least 20 minutes. Notify your instructor immediately.
29. When mercury thermometers are broken notify your instructor immediately. **DO NOT TOUCH THE MERCURY!**
30. All chemicals are to be considered dangerous. Do not touch, taste, or smell a chemical.
31. Never return unused chemicals to their original container. This will contaminate the rest of the bottle. Put unused chemicals in the provided waste disposal.
32. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.

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| <p>33. Never dispense flammable liquids anywhere near an open flame or heat source.</p> <p>34. Never remove chemicals or other materials from the laboratory area.</p> <p>35. Use a brush and dustpan to clean up broken glass. Place broken glass or waste glassware in the designated glass disposal container.</p> <p>36. Keep hair, clothing, hands, and body away from open flames at all time. Do not put any substance into a flame unless specifically instructed to do so by your instructor.</p> | <p>37. When heating substances in a test tube or any other container, do not look directly into the container. Be sure the opening of the test tube or other container being heated is pointed away from you and other people.</p> <p>38. When you are finished the experiment, be sure to do the following: 1. Turn off the water, 2. Disconnect the electrical connections, 3. Clean all laboratory equipment, 4. Return all materials and laboratory equipment to their proper places, and 5. Clean your station.</p> |
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QUESTIONS: 1. Do you wear contact lenses? YES NO 2. Are you color blind? YES NO
 3. Do you have any allergies? YES NO 4. Do you have health problems? YES NO
 If yes to questions 3 and/or 4 please explain. _____

AGREEMENT:

I, _____, 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 laboratory environment. 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, receiving a failing grade, and/or dismissal from the course.

 Student Signature

 Date

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 instructions your son/daughter will receive before engaging in any laboratory work. Please read the list of 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 instructor.

Your signature on this contract indicates that you have read this Laboratory Safety Contract. It also indicates that you are aware of the measures taken to insure the safety of your son/daughter in the science laboratory and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

Yours truly,

Mr. Grant Hamilton
 Deer Valley High School
 18424 North 51st Avenue
 Glendale, AZ 85308
 (602) 467-6803

 Parent/Guardian Signature

 Date