

Copley Chemistry 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. The agreement must be signed by both you and your parent in order to participate in any laboratory activity. The rules should be kept in your science notebook at all times.

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. Work areas need be kept clean and free of obstacles 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. Keep aisles clear. Push your chair under the desk, you may not use them during a lab.
11. 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.
12. Never place your head into the fume hood.
13. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
14. 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.
15. 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.
 16. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Wash your hands with **soap and water**, not Purell, after performing all experiments. Clean all work surfaces and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
 17. 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.
 18. Students are **never** permitted in the science storage rooms!
 19. Know what to do if there is a fire drill during a laboratory period. We need to stop the reaction the best we can, turn gas valves off, but we also need to exit quickly and orderly.
 20. If you have a medical condition (e.g., allergies, pregnancy, etc.), check with your physician prior to working in lab. Your instructor needs to be made aware of any concerns.

CLOTHING

23. Any time chemicals, heat, or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule!
24. Contact lenses should not be worn in the laboratory.
25. Dress properly during a laboratory activity. Long hair, dangling jewelry, sandals 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.

26. Lab aprons have been provided for your use. Some labs require they are worn, you always have an option to wear them.

ACCIDENTS AND INJURIES

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

28. If you or your lab partner is hurt, immediately tell your instructor.

29. 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.

30. Whenever you begin a lab, always determine the fastest unobstructed path to the shower/eyewash.

HANDLING CHEMICALS

31. 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.

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

33. **Never** return unused chemicals to their original containers, this could contaminate the container.

34. Never clean up spilled chemicals by yourself, notify your instructor.

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

36. Acids must be handled with extreme care. The proper method for diluting strong acids is to add acid to water, never the reverse. Be careful extreme heat is produced.

37. Handle flammable hazardous liquids with caution. The primary heat source used in class is a Bunsen burner. These can obviously catch on fire if you are careless.

38. **Never** remove chemicals or other materials from the laboratory area.

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

HANDLING GLASSWARE AND EQUIPMENT

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

41. Never handle broken glass with your bare hands. Notify your instructor to clean it up. They

will use a brush and dustpan to clean up broken glass, and place broken or waste glassware in the designated glass disposal container.

42. Inserting and removing glass tubing from rubber stoppers can be dangerous.

43. Fill wash bottles only with distilled water and use only as intended, e.g., rinsing glassware and equipment, or adding water to a container.

44. 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.

45. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.

46. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.

47. Do not immerse hot glassware in cold water; it may shatter.

HEATING SUBSTANCES

48. 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.

49. Light Bunsen (or alcohol) burners only as instructed by the teacher.

50. Never leave a lit burner or anything that is being heated or is visibly reacting unattended.

Always turn the burner or hot plate off when not in use.

51. Do not point the open end of a test tube being heated at yourself or anyone else.

52. 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.

53. Never look into a container that is being heated.

54. Do not place a hot apparatus directly on the laboratory desk. Allow plenty of time for hot apparatus to cool before touching it.

55. When glass is heated, allow time for the glass to cool before further handling. 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.

AGREEMENT FOR COPLEY CHEMISTRY STUDENT SAFETY CONTRACT

I, _____, (legibly print 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 ensure 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 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 teacher. Your signature on this contract indicates that you have read this Student Safety Contract, are aware of the measures taken to ensure 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. This contract in no way removes the responsibility of the instructor to ensure a safe laboratory environment is maintained.

Parent/Guardian Signature

Date
