

LABORATORY SAFETY RULES AND AGREEMENT

Course _____ Section _____ Room _____

Time _____ Instructor _____

1. Safety goggles and aprons must be worn at all times when working with chemicals, microbes and dissection materials or when working near each others who are working with these materials. Aprons are not to be construed as substitutes for appropriate lab attire.
2. Pants (or long skirts) and closed toed shoes are required for admittance to the lab. You will not be allowed into the lab if you show up dressed inappropriately! Shorts, skirts shorter than mid-calf length, and open toed shoes are not proper lab attire. Midriffs must be covered. Baggy clothing, dangling jewelry, shoes made of woven material, high heels, sandals and flip-flops are not appropriate.
3. Long hair and loose clothing must be confined or tied back.
4. Gloves are also recommended and may be required for some labs. Avoid spreading chemicals by removing gloves before leaving the work area or handling items other than chemical apparatus.
5. Food, drink, gum and tobacco products are not allowed in the lab at any time.
6. Horse play, pranks, and other acts of mischief are strictly forbidden.
7. Casual visitors are not allowed in the labs. Only instructors, stockroom personnel, students in the schedule lab section and students with permission to conduct makeup labs are allowed in the labs.
8. Students are not allowed in the laboratory prep areas unless they are invited by and supervised by their instructor.
9. Know the locations of and the proper use of fire alarms, fire extinguishers, fire blankets, chemical fume hoods, safety showers and emergency eye wash stations. Know the location of the phone in order to call for help when necessary.
10. Notify your instructor immediately of any injury, spill, fire or explosion. **ALL INJURIES AND ACCIDENTS, REGARDLESS OF SEVERITY, MUST BE REPORTED.** Clean-up non-hazardous spills immediately. Never clean up a spill of hazardous material unless it can be done safely with assistance from your instructor. Assess the size of a fire and make an effort to **CONTAIN THE FIRE**. Wet paper towels are very efficient for smothering small fires. Use the fire extinguisher for moderately sized fires. If there is a large fire, close the doors to the adjacent laboratories, evacuate the laboratory, close the entrance door to the laboratory and **LEAVE THE BUILDING**.
11. In the event of a **TRUE EMERGENCY**, DIAL 9-911. Do not call 911 without your instructor's consent. If your instructor is injured and unable to consent, do not hesitate to dial 911 for emergency assistance.
12. **NEVER TASTE ANY LAB MATERIALS. SMELL MATERIALS ONLY IF INSTRUCTED TO DO SO.** Smell chemicals by carefully fanning the top of the tube or bottle so that a little of the vapor is directed towards your nose.
13. Keep your lab space clean and organized. Books, backpacks, jackets, etc. are not allowed in areas where chemicals are used. They clutter work spaces and significantly increase the chance of accidents and chemicals spills. Make sure they are placed in an appropriate location. Develop efficient work practices through cleanliness and tidiness. Working systematically develops safety.
14. If you have assigned laboratory drawers, **UNLOCK THEM BEFORE YOU START LAB AND LOCK THEM WHEN YOU FINISH LAB.**
15. **NEVER LEAVE AN ONGOING EXPERIMENT UNATTENDED!!**
16. **NEVER REMOVE CHEMICALS FROM THE LAB!**
17. Unauthorized experiments, work and preparations are not allowed! Know and follow the specified procedures for each experiment and follow the directions of your director.
18. Always know the hazards and the physical and chemical properties of the material used. Material Safety Data Sheets are located in the prep areas and are available by asking your instructor. There are also many sources available on the internet.

19. Dispose of broken glassware including ceramics and used disposable glass pipettes and capillary tubes in **BROKEN GLASS CONTAINERS. NEVER PUT BROKEN GLASS OR BROKEN CERAMICS IN THE TRASH!** Do not put paper or other items in the broken glass containers.

20. **NEVER PIPETTE BY MOUTH.** Always use a pipette aid or suction bulb.

21. Do not use glassware with cracks or chips. Cracks and chips could cause the glassware to fail during use and cause serious injury. Ask your instructor for a replacement.

22. Read reagent bottle labels carefully. Use of the wrong reagent may result in unexpected and harmful reactions.

23. **NEVER RETURN UNUSED CHEMICALS TO THE REAGENT BOTTLE.** To avoid contamination, never put your pipette into the reagent bottle. Use the Pipette attached to the bottle. Try to dispense only what will be needed. Share any excess. Do not waste chemicals.

24. **DISPOSE OF ALL WASTE IN AN APPROPRIATE MANNER. REGARD ALL WASTE DISPOSAL AS A POTENTIAL SAFETY OR ENVIRONMENTAL RISK.** EPA regulations are very strict for disposal of all wastes. Waste disposal via the sink, even for liquid solutions, is not always appropriate. Follow your instructor's directions. **READ WASTE CONTAINER LABELS CAREFULLY AND PUT ONLY THE WASTE LISTED ON THE LABEL IN THAT CONTAINER.**

25. **ALL GLASSWARE MUST BE WASHED AFTER USE** and returned to appropriate location. Follow your instructor's directions.

26. **WASH YOUR HANDS AND ARMS WITH SOAP AND WATER BEFORE YOU LEAVE THE LAB-** even if you have been wearing gloves.

27. Treat every chemical as if it were hazardous.

←--- Fold and tear. Turn in lower portion to instructor. Keep upper part for your record ---→

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I understand that participating in the science laboratory exposes me to potential hazards. I have read and understand the above safety rules and agree to abide by them and follow the directions of the instructor. I agree to act responsibly and safely in the laboratory at all times. Furthermore, if I am pregnant or discover that I have become pregnant, I will notify my instructor at my earliest opportunity.

Signature

Print Name

Date

Signature of Parent or Custodian for Minors

Print Name

Date