

Laboratory Safety Guidelines

Guajome Park Academy Middle School Science Department

General Safety Guidelines

1. Always be safety-conscious. Move about the laboratory in a safe manner. Walk calmly and be aware of what is around you. Never throw objects in the lab.
2. Report all accidents, including injuries and equipment breakages.
3. Know the locations of safety equipment in the laboratory; use only in emergencies. Know the location of fire exits.
4. Plan ahead. Read and follow lab directions. Become familiar with all of the health and safety hazards of equipment and chemicals in use. If you are not sure, ask.
5. Confine long hair and any loose clothing while working in the laboratory; watch for flames and machinery. Wear closed toed shoes during lab exercises.
6. Keep desktops clear of all books, clothing, and other personal property except necessary lab directions and notebooks.
7. Returned cleaned equipment to its proper place when finished. Report any damage of equipment to the instructor.
8. Follow the written and verbal instructions that you are given. If you have a question, please ask the teacher.

Glassware

1. Clean up broken glass immediately with brush and dustpan and dispose of it in the “sharps container.”
2. Before inserting (or removing) glass tubing or thermometers into corks or stoppers, check with your teacher for proper procedure.
3. Place dirty glassware in the sinks, wash it and place it in the drying rack.

Avoiding Burns

1. Use alcohol or Bunsen burners only with the permission of the teacher. Open flames are prohibited when flammable substances are in use in the laboratory. Never leave active burners unattended.
2. Keep a lighted burner away from clothing, books, or other combustibles. Never lean over the top of an alcohol or Bunsen burner while it is being lit.
3. Hot glass and cold glass do not look different, so place your hand near a glass container to see if it is hot before grabbing it.
4. Do not heat anything inside a closed container.
5. Never point the open end of a test tube that you are heating towards anyone. Point it towards a wall or a cabinet.

Chemicals

1. In order to smell the contents of a container, use the “wafting” technique.
2. Do not consume food or water while in the laboratory; never taste chemicals. Never put your mouth on any of the glassware or plastic ware in the lab.
3. Always cap and close all containers with solutions in them before continuing to work.
4. Safety glasses (splash proof goggles) must be worn by the person directly working with any chemical that could be harmful to the eyes, and while heating substances or hammering. Rubber aprons should be worn while carrying out many kinds of experiments.
5. In the event that a chemical spills on your skin, go to the sink and rinse it off immediately.
6. In the event that a chemical spills in your eyes, call the teacher and go to the nearest eyewash and rinse your eyes for 10-15 minutes. Remove contacts first if you wear them.
7. Do not touch your face, or scratch your eyes during labs when we are working with chemicals.
8. Do not wear contact lenses during labs with chemicals that produce fumes.
9. Give any unlabeled chemicals to the teacher.
10. Wash your hands when you finish with a lab.

Electrical Precautions

1. Before connecting equipment to a power source, examine all wiring for electrical defects and improper installation.
2. Make sure that your hands are dry; that the work area is dry.
3. Follow directions. If you are unsure of any procedure, ask your teacher.

Student Safety Contract for Science

Grade _____ Teacher _____ Date _____

Student's Name _____

List below any special allergies or sensitivities (e.g. to plants, animals, pollen, foods, chemicals, bee stings) that may affect the student's safety in the laboratory.

Check this box if the student wears contact lenses

The student has received specific instruction regarding the use, function, and location of the following:

____ Eye protective devices (goggles)

____ Eyewash fountain

____ Fire extinguisher

____ First aid kit

____ Heat sources (burners, hot plates)

____ Waste disposal containers (glass or sharps)

The student will abide by the Guajome Park Academy Safety Guidelines to prevent accidents and injury to himself or herself and others and will:

- **Follow all additional instructions given by the teacher.**
- **Conduct himself or herself in a responsible manner at all times in the laboratory.**

I have in my possession and have read the **Guajome Park Academy Safety Guidelines** and agree to abide by them at all times while in the laboratory. I have received specific safety instruction as indicated above.

Student's Name (printed)

Student's signature

Date

I have read the **Guajome Park Academy Safety Guidelines** and give my consent for the student who has signed the preceding statement to engage in laboratory activities using a variety of science equipment and materials, including those described. I pledge my cooperation in urging that he or she observe the safety precautions prescribed.

Parent or Guardian's Name (printed)

Parent or Guardian's signature Date
