

# 2008-2009 Biology Laboratory Safety Contract

## General Guidelines and Rules

1. Students are to conduct themselves in a responsible manner at all times in the laboratory.
2. NEVER work alone. No student(s) is to work in the laboratory unless accompanied by the instructor.
3. DO NOT touch any equipment, chemicals, or other materials in the laboratory unless told to do so by your instructor.
4. DO NOT eat, drink, or chew gum in the laboratory. Food and beverages may easily become contaminated with lab chemicals. DO NOT use laboratory glassware to contain food or beverages, as it may be easy to confuse these items with toxic chemicals or acquire chemical residue from used glassware.
5. ONLY perform experiments authorized by your instructor and ONLY with the instructor's permission. Follow all directions promptly and accurately.
6. Before entering the lab to perform an experiment, BE PREPARED. Read all procedures and safety information thoroughly. NEVER fool around in the laboratory.
7. ALWAYS keep your area of the lab neat and clean at all times. If you use something from another part of the lab, CLEAN IT and PUT IT BACK when you are finished using it. Avoid clutter and clean up any spills immediately using proper techniques. ONLY bring those lab materials to be used into the lab. Keep backpacks, purses, etc., away from the laboratory area.
8. Keep all aisles clear at all times. PUSH IN CHAIRS if you are not using them. Aisles need to be clear at all times to allow quick access to safety eyewashes, showers, and fire extinguishers, and to allow a quick means of exit in case of an emergency situation.
9. BE ALERT in the lab at all times. Immediately notify your instructor if you notice anything that may be unsafe about the laboratory.
10. DO NOT put hands anywhere near face or any other sensitive exposed part of the body, such as eyes, nose, or mouth. WASH HANDS THOROUGHLY after performing all experiments. Clean up your lab area when you are finished.
11. DO NOT EVER leave an active experiment at your lab station. Unattended experiments are potential recipes for disaster.

12. Students are NOT permitted in storage rooms unless authorized directly by the instructor.
13. Be sure to become familiar with your laboratory's fire drill procedures. Close all containers, shut off all electrical appliances, and promptly exit the facility if the fire alarm sounds.
14. GOGGLES AND APRONS MUST BE WORN IN THE LABORATORY AT ALL TIMES, NO EXCEPTIONS. No matter how simple or complicated a laboratory procedure may be, proper safety equipment MUST be worn.
15. DRESS PROPERLY when working in the laboratory. Older clothes are recommended (as long as they are appropriate), but not required. Long hair MUST be tied back to prevent hair from being exposed to open chemicals or flames. NEVER wear open-toed shoes in the laboratory. Shorts and skirts are highly discouraged. DO NOT wear hats in the laboratory. Wear jewelry at your own risk. Some jewelry may react with chemicals you may be working with.
16. NEVER handle broken glass with your bare hands. If you accidentally break glassware, notify your instructor immediately. Together, you may both work to clean up the mess properly.
17. DO NOT immerse hot glassware in cold water or place it directly on the lab bench top; it may shatter on contact.
18. Use tongs and/or heat-protective gloves whenever necessary. Heated metals and glass will remain hot for a long period of time.
19. NEVER look directly into a container that is being heated. NEVER sniff chemicals directly; always waft chemicals gently toward your face to briefly capture a scent if required.
20. If there is ANYTHING you may not understand, ASK YOUR INSTRUCTOR. It is their job to answer any student questions and to fully ensure student safety at all times.

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

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