

BHS SCIENCE DEPARTMENT STUDENT SAFETY CONTRACT

PURPOSE

Science is a hands-on laboratory class that covers content through science and engineering practices. You will be doing laboratory activities, which may require the use of hazardous materials. To ensure a safe classroom a list of rules and procedures has been developed and provided to you in this safety contract. These rules must be followed at all times. Two copies of the contract are provided. Both the student and a parent or legal guardian must sign one copy before you can participate in any laboratory activity. The second copy is to be kept in your science notebook as a constant reminder of the safety rules.

GENERAL GUIDELINES

1. Conduct yourself in a safe and responsible manner at all times. **Absolutely no practical jokes or horseplay will be tolerated.**
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of the procedure, ask the instructor before proceeding. Perform only authorized experiments. Never do anything that is not called for in the lab procedure or by the teacher. **Unauthorized experiments are prohibited.**
3. No student may work in the laboratory without an instructor present.
4. Do not touch any of the equipment, chemicals, or other equipment in the laboratory area until you are instructed to do so.
5. Do not eat food, drink beverages, or chew gum in the lab. Do not use lab glassware as containers for food or beverages.
6. Observe good housekeeping practices. Work areas should be kept clean and organized at all times. Backpacks, books, purses, etc. should be placed on a side counter or out of the way and not left on the table.
7. Keep aisles clear. Push chairs in or under the table when not in use.
8. Know the locations and operation of all safety equipment including the first aid kit, eyewash station, safety shower, and fire blanket. Know where the fire alarm and exits are located.
9. **Immediately notify the instructor of any accidents,** broken glassware or equipment, injuries, or other unsafe conditions.
10. Keep hands away from face, eyes, mouth, and body while using chemicals or preserved specimens. Wash your hands with soap and water at the end of all experiments. Clean, rinse and dry all work surfaces and apparatus at the end of the experiment. Return all equipment in working order to the proper storage area.
11. Experiments must be personally monitored at all times. You will be assigned a lab station at which to

work. Do not wander around the room, distract other students, or interfere with the lab experiments of others.

12. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.
13. Know what to do if there is a fire drill during an experiment; containers must be closed, gas valves turned off, fume hoods turned off and any electrical equipment turned off.
14. When using knives, scalpels, and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch falling sharp instruments. Grasp sharp instruments by the handle only.
15. **Never remove** any materials or equipment from the lab.

CLOTHING

16. Any time chemicals, heat, glassware, or dissecting equipment are used, students will wear lab goggles. There are no exceptions to this rule!
17. Dress properly during a lab activity. Confine loose hair, dangling jewelry, and secure loose or baggy clothing.
18. If a chemical should splash 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.

HANDLING CHEMICALS

19. All chemicals in the lab are to be considered dangerous. Do not touch, taste, or smell chemicals unless specifically instructed to do so. The proper technique for smelling chemicals, wafting, will be demonstrated to you.
20. Check the label on chemical bottles or containers twice before removing any of the contents. Take only as much chemical as you need.
21. **Never return unused chemicals** to their original containers unless instructed to do so by the teacher.
22. Dispose of all chemical wastes properly. Never mix chemicals in the sink. Sinks are to be used only for water and those solutions designated by the instructor. Solid chemicals, metals, matches, filter paper and other materials are to be disposed of in the proper waste containers, not in the sink.
23. When transferring chemicals from one container to another, hold the containers away from your body.
24. Acids must be handled with extreme care. If you need to dilute a strong acid, always add the acid to water, swirl or stir the solution and be careful of the heat produced.

25. Handle flammable liquids over a pan to contain spills. Never dispense flammable liquids anywhere near a flame or source of heat.
26. Do not hold a container, or place it on a scale, in which a reaction is taking place. Keep a safe distance from containers during a reaction. Never look into a container during a reaction.

HANDLING GLASSWARE AND EQUIPMENT

27. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken glass in a designated broken glass container.
28. Fill wash bottles only with distilled water and use it only as intended, e.g., to rinse or wash glassware or to add water to a container.
29. When removing an electrical plug from a socket, grasp the plug not its cord. Your hands must be completely dry before touching an electrical plug, outlet, or switch. Never place anything other than a plug in an outlet.
30. Never use damaged electrical equipment. Look for frayed cords, exposed wires, and loose connections. Report damaged electrical equipment immediately.
31. Examine glassware before use. Never use chipped or cracked glassware. Wash dirty glassware before using.
32. **Assume glassware is hot.** Check glassware by bringing the back of your hand near the glassware to check if it is cool before grasping it.
33. Do not place hot glassware in cold water, it may shatter. Place upside down on the counter to cool.

HEATING SUBSTANCES

34. Exercise extreme caution when using a gas burner. Take care that hair, clothing, and hands are always a safe distance from the flame. Do not put any substance into the flame unless specifically told to do so by your instructor. Never reach over an exposed flame. Only light burners when instructed by the teacher.
35. Never leave a lit burner unattended. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.
36. Do not point the open end of a test tube that is being heated at yourself or anyone else.
37. Heated metals and glassware remain hot for a very long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves.
38. Never look into a container that is being heated.
39. Do not place hot apparatus directly on the desk use an insulating pad.

VIRTUAL ACTIVITIES

40. During a virtual activity, stay on the website given.

41. Exercise caution when clicking buttons on websites so not to add a virus onto the computer or district account.

AGREEMENT

I, _____,
(print your name neatly) have read and agree to follow all of the safety rules. I realize that I must obey these rules to ensure my safety and that of others in the lab. I will cooperate to the fullest extent with my teacher and fellow students to maintain a safe lab environment. I will closely follow written and oral directions provided by the teacher. I am aware that any violation of the safety contract or misbehavior that results in an unsafe condition may result in my removal from the lab assignment, a failing grade for the assignment, detention, possible suspension and/or permanent removal from class.

Student Signature

Date/ Course/ Period

Dear parent or Guardian:

With the cooperation of the teacher, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards. Please read the safety rules above. No student will be permitted to engage in lab 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 child in the science lab and will instruct your child to uphold his/her agreement to follow these rules and procedures in the science lab.

Parent/ Guardian Signature

Date