

Laboratory Safety Rules and Regulations and Student Laboratory Code of Conduct

Laboratory classes include hands-on, inquiry-based laboratory investigations. Some secondary-level lab activities involve the use of chemicals or equipment that may pose a health or safety danger to both students and teachers if not handled properly. To ensure a safe and healthy environment in our classrooms and laboratories, the following Laboratory Safety Rules and Student Laboratory Code of Conduct has been developed. Both you and your parent or guardian must sign the Code and return a signed copy to your teacher before you participate in any laboratory work or handle chemicals. Thebe kept in your class notebook as a reminder of appropriate behavior.

GENERAL GUIDELINES

1. Lab meets once a week and is mandatory for all science classes.
2. Attendance and promptness are essential to pass the lab. Students who come in 10 minutes late or more will not be admitted to the lab. They have to sign up immediately for a make-up lab with their respective teachers. If a student is absent, he or she must also sign up for the make-up lab immediately the next day he/she comes back to school.
3. Students are required to have a lab folder. These lab folders will be collected at the end of the school year prior to the administration of the Regents examination.
4. Students should behave in a mature and responsible manner at all times in the laboratory or wherever chemicals are stored or handled. All inappropriate behavior is prohibited. This may result in a dismissal from the lab and the student will be responsible for making up the lab.
5. Students must follow all verbal and written instructions carefully. If you are unsure of the procedure, ask your teacher for help before proceeding.
6. Students should not touch any equipment or chemicals unless specifically instructed to do so.
7. Students must not eat, drink, apply cosmetics or chew gum in the laboratory. Wash hands thoroughly after participating in any laboratory activities.
8. Students must perform only those experiments authorized by the teacher.
9. Students will receive training related to the locations and operating procedures for all applicable laboratory safety equipment and personal protective equipment.

HANDLING LAB EQUIPMENT AND MATERIALS

1. Students must properly dispose of all chemical waste as directed.
2. Students must never enter the science storage rooms or preparation areas unless accompanied by a teacher or a school employee.
3. Students must wear goggles for eye protection whenever chemicals, heat or glassware are used by either the teacher or students in the laboratory. No student will be allowed to perform an experiment without wearing goggles. Students should wear appropriate personal apparel at all times in the laboratory and also avoid wearing loose or flammable clothing; long hair should be tied back.
4. Students must report any incident (including all spills, breakages or other releases of hazardous

materials) to the instructor immediately, no matter how insignificant it may appear. This should include all injuries such as cuts, burns or other signs of physical harm.

5. Students must never remove chemicals, equipment or supplies from the laboratory area.
6. Students must carefully examine all equipment before each use and report any broken or defective equipment to the teacher immediately.
7. Students should clean all the equipment that they used before returning them to their proper place.

STUDENT AGREEMENT

I, _____ (student's name), have read and understand the "*The Student Laboratory Safety Rules and Regulations and Code of Conduct*" set forth above. I realize that I must obey these rules to ensure my own safety and that of my fellow students and teachers. I will cooperate to the fullest extent with my teachers and fellow students to maintain a safe working environment in the laboratory. I am aware that violations of this safety code will result in disciplinary action as specified in the Code.

Student Name

Date

Note to Parents:

We believe you should be informed regarding our school's efforts to create and maintain a safe science classroom & laboratory environment. Safety awareness involves the cooperation of parents, students, and teachers. Please read the Student Science Laboratory Code of Conduct which details the safety concerns and expected student behaviors in the laboratory. *No student will be permitted to perform laboratory activities unless both student and at least one parent or guardian signs the Code and returns a signed copy to the teacher.* Your signature below indicates that you have read this Code of Conduct, are aware of the measures taken to ensure the safety of your son or daughter in the science laboratory, and will encourage your son or daughter to uphold the agreement to follow these rules and procedures.

Parent/Guardian

Date