

Centre College Laboratory Safety Contract

Purpose

Practicing good laboratory safety techniques is one of the most important skills that students need to be aware of in the science discipline. At Centre College, laboratory safety is taken very seriously. We are committed to help our students learn and use science in a safe environment. The Laboratory Safety Contract will help the students be better prepared in the laboratory.

General Guidelines

- Conduct yourself in a responsible manner at all times in the laboratory.
- Follow all written and verbal instructions carefully.
- Never work alone.
- Do not eat food, drink beverages, apply cosmetics or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
- Unauthorized experiments are prohibited.
- Horseplay, practical jokes, and pranks are dangerous and prohibited.
- Observe good housekeeping practices.
- Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are located.
- Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.
- Notify the instructor immediately of any unsafe conditions you observe.
- Dispose of all chemical waste properly. Broken glass should be disposed of properly in the **BROKEN GLASS CONTAINERS** in your laboratory.
- Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Wash your hands with soap and water after performing all experiments.
- Return all equipment clean and in working order to the proper storage area.
- Students are never permitted in the science storage rooms or preparation areas unless given specific permission by a faculty or staff member.
- Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.
- Handle all living organisms used in a laboratory activity in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.
- When using knives 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 only by the handles.
- Exercise extreme caution when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless specifically instructed to do so.
- 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.
- Do not point the open end of a test tube being heated at yourself or anyone else.
- Never look into a container that is being heated.
- Let the Professor or the Director of Lab Safety know if you are pregnant or if there is a medical condition that they should be aware of. This will be treated with confidentiality.

Clothing

- Any time chemicals, heat, or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule!
- Use of contact lenses in the laboratory is at the students' discretion, but is discouraged.
- Dress properly during a laboratory activity. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured.
- Shoes must completely cover the foot. No sandals allowed. No shorts are to be worn in the laboratory.

Accidents and Injuries

- Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
- If a chemical should splash in your eye(s) or on your skin, immediately flush with running water for at least 15 minutes. Notify the instructor immediately.
- When mercury thermometers are broken, mercury must not be touched. Notify the instructor immediately.

Handling Chemicals

- All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so.
- Never return unused chemicals to their original containers.
- Never use mouth suction to fill a pipet. Use a rubber bulb or pipet pump.
- When transferring reagents from one container to another, hold the containers away from your body.
- Acids must be handled with extreme care. Always add acid to water, swirl or stir the solution and be careful of the heat produced, particularly with sulfuric acid.

- Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
- Never remove chemicals or other materials from the laboratory area.
- Take great care when transferring acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

Handling Glassware and Equipment

- Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
- Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the designated glass disposal container.
- Inserting and removing glass tubing from rubber stoppers can be dangerous. Always lubricate glassware (tubing, thistle tubes, thermometers, etc.) before attempting to insert it in a stopper. Always protect your hands with towels or cotton gloves when inserting glass tubing into, or removing it from, a rubber stopper. If a piece of glassware becomes "frozen" in a stopper, take it to your instructor for removal.
- When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet.
- Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
- Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.

Student Agreement

I, _____, have read and agree to follow all of the safety rules set forth in this contract. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part, may result in being removed from the laboratory and/or dismissal from the college.

Student Name Printed _____

Student Signature _____ **Date:** _____