SAFETY PROCEDURES FOR THE

MARSH GRAMMAR SCHOOL

UPPER LEVEL SCIENCE LABORATORY

You will be required to carry out laboratory assignments as part of this course. It is important that you work efficiently and safely. The following procedures and rules are designed to make sure your lab experiences are safe and rewarding. This document is part of the Laboratory Conduct and Safety contract. The consequences listed under the CUMULATIVE DISCIPLINE PROCEDURE are based upon yearly accumulative record.

1. Each laboratory exercise must be read before attempting to do it. Special attention must be

 paid to words that are highlighted (i.e. **bold print**).

1. No one is to begin work without the consent of the teacher.
2. You should pay strict attention to instructions and directions either given in oral or written

 form before beginning the experiment.

1. Any and all spills must be reported to the teacher immediately.
2. You should learn the location and operation of the safety shower, eyewash, fire extinguishers,

 and the first aid kit.

1. No one should taste any chemical. No food or drink is allowed in the laboratory.
2. All hair must be tied back when in the laboratory.
3. Dress correctly for lab work.
4. Use caution when removing stoppers and corks from containers.
5. All spilled chemicals must be cleaned up immediately. If acids or alkalis are spilled on yourself

 or clothes, use plenty of water to wash them off. Safety goggles must be worn at all times when

 working with acid or alkali solutions. Extra precautions must be used for wearers of contact

 lenses. Any student who wears contact lenses must notify their teacher of that fact.

1. No chemicals once removed from their original container should be returned to their original bottles.
2. Do not mix chemicals unless specifically directed to.
3. Be extremely careful when lighting and working with Bunsen burners. Safety goggles must be worn at all times when working with Bunsen burners.
4. Never leave an unattended Bunsen burner flame.
5. When heating test tubes, never point the open end of the tube towards yourself or anyone else.
6. Never pick up heated glass or metal with unprotected hands.
7. All scissors, scalpels, probes, and other sharp instruments can cause injury if handled carelessly. CARE MUST BE USED IN WORKING WITH THESE PIECES OF LAB APPARATUS.
8. Do not play with the gas jets on the lab benches. Do not stick pencils or other objects into the gas jets. Make sure that the jets are in the off position when they are not in use.
9. All equipment must be cleaned up and put away at the end of the lab. It is the responsibility of the student the clean the lab.
10. All sinks must be kept clear form debris. SINKS are not to be used as wastebaskets.
11. Any broken glass is to be discarded in a special container labeled BROKEN GLASS.
12. All work should stop 5 minutes prior to the end of the lab class. This will allow time to clean up.
13. The improper use of Laboratory Safety Equipment (eyewash, deluge shower, etc.)is not allowed. See Fifth Offense under Laboratory Conduct and Safety Contract.
14. ALL ACCIDENTS, MISHAPS, ETC. ARE TO BE REPORTED TO THE TEACHER IMMEDIATELY!
15. FIRE DRILL PROCEDURE: STOP WHAT YOU ARE DOING, SHUT OFF ELECTRIC EQUIPMENT AND/OR THE GAS, AND QUICKLY AND QUIETLY LEAVE THE LAB.