

Safety Rules and Guidelines

DO NOT WRITE ON THIS!!

S. Brammer -Biology

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Follow all verbal and written instructions carefully
3. When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
4. **Never** eat food, drink beverages, or chew gum in the laboratory. Do not use the laboratory glassware as containers for food or beverages.
5. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Unauthorized experiments are prohibited. **A zero will result for the lab grade.**
6. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
7. Observe good housekeeping practices. Work areas should be kept clean, and tidy at all times.
8. Keep isles clear. Place personal items, back pack, etc. under chair or lab bench.
9. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket.
10. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
11. Dispose of all chemical waste properly. Sinks are to be used only for water and those solutions designated by the instructor. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers. **Use the discard container.**
12. 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. Clean, rinse, and wipe dry all work surfaces (including the sink) and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
13. **Students are not permitted in the science storage rooms** or preparation areas unless in the presence of their instructor.
14. 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.
15. When using knives and other sharp instruments, always carry with tip 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.
16. Always move at a "walking pace" in the laboratory.

Clothing:

17. Any time chemicals, heat, or glassware are used, students will wear laboratory goggles. **There will be no exceptions to this rule!**
18. Dress properly during a laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose clothing must be secured. Shoes must completely cover the foot. No sandals allowed.

Accidents and Injuries:

19. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
20. If a chemical should splash in your eye(s) or on your skin, immediately flush with running water from eyewash station or safety shower for at least 15 minutes. Notify the instructor immediately.
21. All chemicals in the laboratory are to be considered dangerous. Do not taste, touch or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.
22. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
23. Never remove chemicals or other materials from the laboratory area.
24. Always add acid to water and not the other way around, it is an exothermic reaction; it will heat up.

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Handling Equipment and Glassware:

25. 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.
26. 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.
27. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
28. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
29. If you do not understand how to use a piece of equipment, ask the instructor for help.

Heating Substances:

30. Never leave a lit burner unattended. Always turn the burner or the hot plate off when not in use.
31. You will be instructed in the proper method for heating and boiling liquids in test tubes. Do not point the open end of the test tube being heated at yourself or anyone else.
32. Never look into a container that is being heated.
33. Do not place hot apparatus directly on the laboratory bench. Always use an insulating pad. Allow plenty of time for hot apparatus to cool before touching it.