

Palo Verde Science Department Safety Rules

GENERAL GUIDELINES:

1. Conduct yourself in a responsible manner at all times.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.
3. Never work alone. No student may work in the laboratory without an instructor present.
4. When first entering a science room, do not touch and equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
5. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
6. 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. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
7. Be prepared for your work in the laboratory. Read all the procedures thoroughly before entering the laboratory. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
8. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored away from the laboratory activity.
9. Keep aisles clear. Push your chair under the desk when not in use.
10. Know the locations and operation 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.
11. Always work in a well-ventilated area. Use the fume hood when working with the volatile substances or poisonous vapors. Never place your head into the fume hood.
12. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
13. Dispose of all chemical waste properly. Never mix chemicals in sink drains. 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, not in the sink. Check the label of all waste containers, not in the sink. Check the label of all waste containers twice before adding your chemical waste to the container.
14. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed in the laboratory instructions of by your instructor.
15. 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. Cleans (with detergent), 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.
16. Experiments must be personally monitored at all times you will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory experiment of others.
17. Know what to do if there is a fire drill during 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.
18. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.
19. 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.
20. 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.

DRESS CODE:

1. Any time chemicals, heat, or glassware are used; students will wear laboratory goggles. There will be no exceptions to this rule!
2. Never wear contact lenses in the laboratory.
3. 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 or baggy clothing must be secured. Shoes must completely cover the foot. No open-toed shoes or sandals allowed.
4. Lab aprons have been provided for your use and should be worn during laboratory activities.

ACCIDENTS AND INJURIES:

1. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
2. 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.
3. When mercury thermometers are broken, mercury must not be touched. Notify the instructor immediately.
4. Rinse acids from your body with lots of water.
5. Do not attempt to administer First Aid yourself. Inform your teacher immediately for first-aid assistance.
6. Know the location of the fire extinguisher, fire blanket, fire alarm, safety shower, eye wash, and First Aid.

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HANDLING CHEMICALS:

1. All chemicals in the laboratory are to be considered dangerous, Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you. If instructed to note the fumes in the experiment, gently wave your hand over the opening of a container directing the fumes towards your nose. Never inhale the fumes directly from the container.
2. Check label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
3. NEVER return unused chemicals to their original containers.
4. Never use mouth suction to fill a pipette pump.
5. When transferring reagents from one container to another, hold the containers away from your body. Pour chemicals over the sink, not over the workbench.
6. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. Always add acid to water, swirl or stir the solution and be careful of the heat produced particularly with sulfuric acid.
7. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame or source of heat.
8. Never remove chemicals or other materials from the laboratory area.
9. Take great care when transferring acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.
10. Never mix chemicals for the fun of it. Use only those chemicals necessary in the activity.

USING GLASSWARE SAFELY:

1. Never heat glassware that is not thoroughly dry.
2. Use a wire screen to protect glassware from the flame when heating.
3. Never eat or drink from the laboratory glassware.
4. Thoroughly clean and dry glassware before putting it away.
5. 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.
6. Fill wash bottles only with distilled water and use only as intended, e.g., rinsing glassware and equipment, or adding water to a container.
7. 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.
8. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.

9. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
10. If you do not understand how to use a piece of equipment, ask the instructor for help.
11. Do not immerse hot glassware in cold water, it may shatter.
12. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage and injury.
13. 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. If a piece of glassware becomes "frozen" in a stopper, take it to your instructor for removal.

USING SHARP INSTRUMENTS:

1. Handle scalpels or razor blades with extreme care. Never cut material toward you: always cut away from you.
2. Immediately notify your teacher if you cut your skin when working in the laboratory.
3. Never use a weak or broken scalpel. Ask your teacher for a new one.
4. Clean and dry sharp instruments very carefully when finished.

ANIMAL SAFETY:

1. No experiments that cause pain, discomfort, or harm to animals should be done in the classroom or at home.
2. Animals should be handled only if necessary.
3. Specimens stored in formalin should be washed off before they are used. Surgical gloves or rubber gloves should be worn.
4. Specimens being dissected should never be held in the hand. Specimens should always be dissected against a waxed bottom of a dissecting pan or similar surface.

END-OF-EXPERIMENT RULES:

1. Clean up your work area and return all equipment to its proper place. The class cannot be dismissed until the room is completely clean and all materials are back in their proper place.
2. Wash your hands thoroughly before leaving the room.
3. Turn off all equipment used during the experiments (lights, burners, candles, gas, etc.).
4. Remove all slides from the microscope stage. Clean objectives with lens paper. Return the microscope objective to low power and recover the microscope with the plastic cover.

QUESTIONS:

1. Do you wear contacts? Yes No
2. Are you color blind? Yes No
3. Do you have allergies? Yes No
If so, list specific allergies _____
