

## APPENDIX 24

# Haddam-Killingworth High School SAFETY REGULATIONS FOR SCIENCE STUDENTS AND STUDENT ACKNOWLEDGEMENT FORM

While working in the science laboratory, you will have important responsibilities that do not apply to other classrooms. You will be working with materials and equipment which, if handled carelessly or improperly, have the potential to cause injury or discomfort to someone else as well as yourself. A science laboratory can be a safe place in which to work if you, the student, are foresighted, alert, and cautious.

The following practices must be followed:

<ol style="list-style-type: none"><li>1. Eating or drinking in the laboratory, in science classrooms or from laboratory equipment is NOT permitted. This includes food, drinks, candy and gum as well as any chemicals.</li><li>2. No backpacks, knapsacks, purses or bags will be permitted in any science classroom or laboratory.</li><li>3. Keep work areas clean. Floors and aisles should be kept clear of equipment, materials, books and papers. Observe good housekeeping practices.</li><li>4. Prepare for each laboratory activity by reading and understanding all instructions and safety procedures before coming to class. Follow all directions implicitly and intelligently. Make note of any modification in the procedure given by the teacher.</li><li>5. Always approach laboratory experiences in a serious and courteous manner. Be alert and proceed with caution. Horseplay, pranks and other acts of mischief are especially dangerous and are absolutely prohibited.</li><li>6. Report any accident to the teacher immediately, no matter how minor, including, but not limited to, any burn, scratch, cut, corrosive liquid on skin or clothing, broken equipment or spilled chemicals.</li><li>7. All experiments must be done with a teacher in the laboratory. Do not perform unauthorized experiments. Any science project or individually planned experiment must be approved by the teacher.</li><li>8. Use only those materials and equipment authorized by the teacher.</li><li>9. Inform the teacher immediately of any equipment not working properly. Never use chipped or broken glassware.</li></ol>	<ol style="list-style-type: none"><li>10. Take extreme care not to spill any material in the laboratory. If a spill occurs notify the teacher immediately and use the proper cleanup procedure.</li><li>11. Wear appropriate eye protection at all times while working in the laboratory as directed by the teacher. Safety goggles must be worn during hazardous activities involving caustic/corrosive chemicals, heating of liquids, and other activities that may injure the eyes.</li><li>12. Splashes and fumes from hazardous chemicals present a special danger to wearers of contact lenses. Therefore, during all laboratory activities students should preferably wear regular glasses inside splash-proof goggles when appropriate.</li><li>13. Wear gloves when instructed by the teacher. Wash hands as necessary and wash thoroughly at the conclusion of the laboratory period.</li><li>14. Keep hands away from face, eyes, and clothes while using solutions, specimens, equipment, or materials in the laboratory.</li><li>15. Confine long hair during a laboratory activity.</li><li>16. Wear shoes that cover the feet at all times during laboratory activities. (No flip-flops, sandals, slippers, Crocs, etc.)</li><li>17. Lab attire shall fully cover, at least, from the ankles to the collarbone and at least the first four inches of the arm. Roll long sleeves above the wrist. Long, hanging necklaces, bulky jewelry, and excessive and bulky clothing should not be worn in the laboratory. (No stockings, tights, leggings, tank tops, etc.)</li><li>18. Wear a lab apron when working with chemicals or heating substances.</li><li>19. Read labels and equipment instructions carefully. Be sure correct items are used in the proper manner.</li></ol>
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<p>20. Be aware if the chemicals being used are hazardous. Know where the Material Safety Data Sheet (MSDS) is and what it indicates for each of the hazardous chemicals you are using.</p> <p>21. Never pour reagents back into stock containers, exchange stoppers of bottles, or lay stoppers on laboratory benches.</p> <p>22. When diluting acids, always pour acids into water, never the reverse. Combine the liquids slowly while stirring to distribute heat buildup throughout the mixture.</p> <p>23. Test for odor of chemicals only by waving your hand gently above the container and direct the fumes toward your nose, sniffing cautiously from a distance. Do not inhale the fumes directly from the container.</p> <p>24. Use a mechanical pipette filler (never mouth suction) when measuring or transferring small quantities of liquid.</p> <p>25. Know the proper fire-drill procedures.</p> <p>26. Know the location of the emergency shower (if applicable), emergency eyewash station, fire blanket (if applicable), fire extinguisher, fire alarm box, emergency shut off devices (if applicable) and emergency exits.</p> <p>27. To treat a burn from a chemical, wash the affected area immediately with plenty of running water. If the eye is involved, irrigate at the eyewash station without interruption for 15 minutes. Report the incident to your teacher immediately.</p> <p>28. Never leave an experiment unattended – particularly an open flame.</p> <p>29. Light gas burners only as instructed by the teacher. Be sure no volatile materials (such as alcohol or acetone) are being used nearby.</p> <p>30. Use a burner with extreme caution. Keep your head and clothing away from the flame and turn it off when not in use.</p> <p>31. When heating material in a test tube, do not look into the tube. Point the test tube away from you and others.</p> <p>32. Use a fire blanket (stop, drop, and roll) to extinguish any flame on a person.</p>	<p>33. Dispose of laboratory waste as instructed by the teacher. Do not put solids in the sink and check with the instructor before pouring any liquid down the drain. Use separate, designated containers (not the wastebasket) for the following:</p> <ul style="list-style-type: none"> <li>• Matches</li> <li>• Broken and waste glass</li> <li>• Rags, paper towels, or other absorbent materials used in the cleanup of flammable solids or liquids</li> <li>• Hazardous/toxic liquids and solids</li> </ul> <p>34. Report broken glassware, including thermometers, to the teacher immediately. Remove all broken glass from the work area or floor as soon as possible. Never handle broken glass with bare hands; use a brush and dustpan.</p> <p>35. Students are not permitted in laboratory storage rooms or teachers' workrooms.</p> <p>36. Be aware that hot and cold glass have the same visual appearance. Determine whether an object is hot by bringing the back of your hand close to the object.</p> <p>37. Operate electrical equipment only in a dry area and with dry hands.</p> <p>38. When removing an electrical plug from its socket, pull the plug, not the electrical cord.</p> <p>39. Treat all animals in the science laboratory humanely; that is, with respect and consideration for their care.</p> <p>40. Use extreme care when handling scalpels, razor blades or other sharp, pointed objects such as scissors, pins or dissecting probes. Never cut material toward you.</p> <p>41. Always clean the laboratory area, all laboratory equipment and wash your hands thoroughly with soap and water before leaving the laboratory.</p> <p><b><i>Note: Persistent or willful violation of the regulations will result in the loss of laboratory privileges and possible dismissal from the class.</i></b></p> <p><b><i>Please see the “Student Science Safety Acknowledgment” on the following page.</i></b></p>
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## Student Science Safety Acknowledgement

School: \_\_\_\_\_ Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Student's name: \_\_\_\_\_

The student has received specific instruction regarding the use, function, and location of the following if applicable:

Aprons, gloves

Eye-protective devices (goggles, safety glasses)

Emergency eyewash station and emergency shower

Fire extinguisher

Fire blanket

Material safety data sheets (MSDS)

Waste-disposal containers for glass, chemicals, matches, paper

The student will abide by the "Safety Regulations for Science Students" to prevent accidents and injury to him/herself and others and will:

- Follow all additional instructions given by the teacher.
- Conduct him/herself in a responsible manner at all times in the laboratory.

List below any special allergies or sensitivities (e.g. plants, animals, pollen, foods, chemicals, bee stings) that may affect the student's safety in the laboratory:

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Check this box if the student wears contact lenses:

### Student's Statement

I have in my possession and have read the "Safety Regulations for Science Students" and agree to abide by them at all times while in the laboratory. I have received specific safety instruction as indicated above.

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

### Parent's or Guardian's Statement

I have read the "Safety Regulations for Science Students" and give my consent for the student who has signed the preceding statement to engage in laboratory activities using a variety of science equipment and materials, including those described. I pledge my cooperation in urging that she or he observe the safety regulations prescribed.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date