NEWPORT NEWS PUBLIC SCHOOLS STUDENT SAFETY CONTRACT

PURPOSE

Science is a hands-on laboratory class. You will be doing many lab activities which may require the use of hazardous chemicals. To ensure a safe science classroom, a list of rules has been developed and provided to you in this student safety contract. These rules must be followed at all times. Your copy is in the student agenda. One copy, provided by your teacher must be signed by both you and a parent or guardian before you can participate in the laboratory.

GENERAL RULES

1. Conduct yourself in a responsible manner at all times in the laboratory.

2. Follow all written and verbal instructions carefully. If you do not understand a direction ask the teacher before proceeding.

3. Never work alone. No student may work in the laboratory without a teacher present.

4. 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.

5. Do not eat food, drink beverages, or chew gun in the laboratory. Do not use laboratory glassware as containers for food or beverages.

6. Perform only those experiments authorized by the teacher. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.

7. Be prepared for your work in the laboratory. Read all procedures thoroughly before beginning the laboratory.

8. Horseplay, practical jokes, and pranks are dangerous and prohibited.

9. Work areas should be kept clean at all times. Bring only your laboratory materials to the work area. Other items should be stored neatly under a desk.

10. Keep aisles clear. Push your chair under the desk when not in use

11. 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.

12. Always work in a well-ventilated area. Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.

13. Be alert and proceed with caution at all times in the laboratory. Notify the teacher immediately of any unsafe conditions you observe.

14. 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 teacher. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed in the proper waste containers.

15. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed.

16. 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 all work surfaces and equipment at the end. Return all equipment clean and in working order to the proper storage area.

17. 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 experiments of others.

18. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their teacher.

19. Know what to do if there is a fire drill during a lab; containers must be closed, gas valves turned off, fume hoods turned off and any electrical equipment turned off.

20. Handle all living organisms in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.

21. When using sharp instruments always carry with tips and points pointing down and away. Never try to catch falling sharp instruments. Grasp sharp instruments by the handles.

22. Any time chemicals, heat, or glassware are used, students will wear lab goggles.

23. Contact lenses should not be worn in the lab.

24. Dress properly during a lab activity. Long hair, dangling jewelry, and loose clothing are a hazard in the lab. Long hair must be tied back and loose clothing or dangling jewelry must be secured. Shoes must completely cover the foot.

25. Lab aprons that are provided should be worn during the lab.

26. Report any accident (spill, breakage, etc) or injury (cut, burn, etc) to the teacher immediately.

27. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for a least 20 minutes. Notify the teacher immediately.

28. All chemicals in the lab 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.

29. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.

30. Never return unused chemicals to their original containers.

31. Never use mouth suction to fill a pipette. Use a rubber bulb or pipette pump.

32. When transferring reagents from one container to another, hold the containers away from your body.

33. Acids must be handled with extreme care. Always add acid to water, swirl and stir the solution and be careful of the heat produced, particularly with sulfuric acid.

34. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids anywhere near an open flame of source of heat.

35. Never remove chemicals or other materials from the laboratory area.

36. Take great care when transporting acids and other chemicals from one part of the laboratory to another. Hold them securely and walk carefully.

37. Carry glass tubing, especially long pieces, in a vertical position to minimize the likelihood of breakage or injury.

38. 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.

39. Inserting and removing glass tubing from rubber stoppers can be dangerous. Always lubricate glassware 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.

40. Fill wash bottles only with distilled water and use only as intended.

41. 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.

42. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.

43. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.

44. If you do not understand how to use a piece of equipment, ask the teacher.

45. Do not immerse hot glassware in cold water; it may shatter.

46. 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 reach over an exposed flame. Light gas (or alcohol) burners only as instructed by the teacher.

47. Never leave a lit burner unattended. Never leave anything that is being heated unattended. Always turn the burner or hot plate off when not in use.

48. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at yourself or anyone else.

49. Heated metals and glass remain very hot for a long time. They should be set aside to cool and picked up with caution. Use tongs or heat-protective gloves if necessary.

50. Never look into a container that is being heated.

51. Do not place hot apparatus directly on the lab desk. Always use an insulating pad. Allow plenty of time for hot apparatus to cool before heating it.

52. When bending glass, allow time for the glass to cool before further handling. Hot and cold glass have the same visual appearance. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.

QUESTIONS

53. Do you wear contact lenses?
□ YES □ NO

54. Are you color blind?
□ YES □ NO

55. Do you have allergies?
□ YES □ NO
List specific allergies:

_____

_____

_____

AGREEMENT

I, _____, (student's name) have read and agree to follow all of the safety rules set forth in his contract. I realize that I must obey these rules to insure my own safety, and that of my fellow students and teachers. I will cooperate to the fullest extent with my teacher and fellow students to maintain a safe lab environment. I will also closely follow the oral and written instructions provided by the teacher. 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 lab, detention and/or receiving a failing grade on the lab exercise.

_____
Student's Signature

_____
Date

Dear Parent or Guardian:

We feel that you should be informed regarding the school's effort to create and maintain a safe science classroom/laboratory environment.

With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards.

You should be aware of the safety instructions your son/daughter will receive before engaging in any laboratory work. Please read the list of safety rules above. No student will be permitted to perform laboratory activities unless this contract is signed by both the student and parent/guardian and is on file with the teacher.

Your signature on this contract indicates that you have read this Student Safety Contract, are aware of the measures taken to insure the safety of your son/daughter in the science lab, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

_____
Parent/ Guardian Signature

_____ _____
Date Home Phone

_____
e-mail address

_____
Emergency Phone Number