

MEDFORD AREA SENIOR HIGH

Safety in the Biology Classroom

The following standard operating procedures will apply to high school science laboratories. Students must adhere to these rules and practice acceptable behaviors to make these areas safe for **ALL STUDENTS**.

Safety Rules:

1. **STUDENTS MAY NOT WORK IN THE LABORATORIES WITHOUT A SCIENCE INSTRUCTOR PRESENT.**
2. Only students registered for the class are allowed in the laboratory.
3. No backpacks or purses are allowed in the laboratory area (Laboratory Tables).
4. Do not handle equipment and supplies set up in the laboratory until given instruction to do so from the instructor.
5. Clothing and attire should provide protection from hazardous substances.
6. Eye protection must be worn when required by the lab instructor.
7. Personal protective equipment such as gloves and a laboratory apron should be used at the direction of the laboratory instructor.
8. No eating or drinking is permitted in the science classroom.
9. Never place anything in the mouth while in the laboratory.
10. Smell chemicals only by wafting a small amount of vapor toward the nose with the hand.
11. **NO UNAUTHORIZED EXPERIMENTATION IS ALLOWED.** Do not change written laboratory procedures without the permission of the instructor.
12. Follow laboratory procedures carefully and accurately. Do not proceed with any experiment if you do not understand the procedure.
13. All chemical names and identities should be carefully double-checked prior to use.
14. Laboratory fume hood hoods should be used for all operations which have the potential to release fumes, gasses, or volatile solvent vapors in excess of recommended exposure levels. Notify the instructor if you think the fume hood is not functioning properly.
15. Clean up spills promptly. If you have questions on spill clean up, ask the instructor. Do not attempt to clean up spilled mercury. Notify the instructor immediately.
16. Clean up broken glass using a broom and dustpan and dispose of in the proper container labeled broken glass, NOT in the wastebasket.
17. **Proper disposal of laboratory waste is essential.** Do not dispose of any chemical in the sink without approval from the instructor. Use appropriate waste containers when provided.
18. Students should clean the work area and wash hands thoroughly before leaving the room.
19. Report all injuries, no matter how minor, to the instructor. The instructor will give guidance on the treatment needed and direct the student to the health room, if needed.

Safety Equipment:

20. Students should know the location of and how to operate all available safety equipment. This includes: eye wash stations, safety showers, fire extinguishers, fire blankets, first aid supplies, and master shutoffs for gas, electricity and water.
21. Students should know the location of a classroom / laboratory telephone and how to use them.

Response to Student Violation of Rules:

Depending upon the severity of the incident, the teacher may respond by taking any of the following actions:

- Verbal warning from the teacher, record is kept of the infraction.
- Review of rule involved; parents and student sign agreement that the rule is understood and will be followed.
- Removal from the class for the duration of class period. Parents contacted.
- Suspension from the class for one week and conference with parents, teacher and administrator.
- Class suspension for the remainder of the year.

I have read, understand and agree to follow the safety rules and procedures as written in this document.

DATE _____ STUDENT _____

[] **Please check here if you wear contact lenses.**