

Toledo Public Schools (TPS) Student Science Safety Contract



Purpose

Science is a hands-on laboratory class where you will be doing many laboratory activities that require the use of hazardous chemicals. Students, teachers, and parents have safety as their #1 concern. It is necessary to have rules to ensure a safe science classroom. The rules presented in this contract must be followed at all times, including field trips. Please have one copy of this form signed by both you and a parent or guardian and keep one copy in your notebook for future reference.

General Guidelines:

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 the directions or procedure, please ask and have the teacher clarify.
3. Do not touch any materials, equipment, or chemicals in the room until you are instructed to do so.
4. No food, drink or chewing gum is permitted in the laboratory. Do not use laboratory glassware for food or beverages.
5. **Unauthorized experiments are prohibited.** Perform only the experiments authorized by your instructor in the manner described by the teacher. Carefully follow all instructions, both written and oral.
6. **Never fool around in the laboratory. Horseplay, pranks and practical jokes are prohibited.** Be prepared to do your laboratory work. Read the procedures carefully before coming to class to do the experiment. No laboratory equipment, dissection materials or chemicals are to be removed from the laboratory area.
7. Observe good housekeeping practices. Work areas should be clean at all times.
8. Keep aisles clear. Push your chairs under the table when not in use.
9. Know the location and how to operate all safety equipment, including the first aid kit, eyewash, safety shower, fire extinguisher, and fire blanket. Also know the location of exits and the fire alarm.
10. Always work in a well-ventilated area.
11. Dispose of all chemical waste properly. Follow teacher instruction for proper disposal. Solid chemicals, metals, matches, filter paper, and other insoluble materials are to be disposed of in the appropriate waste containers, not in the sink.
12. Read all labels and equipment instructions carefully. Use equipment as directed.
13. Be alert and cautious when working in the laboratory. Report unsafe conditions to the teacher immediately.
14. Keep hands away from your face, eyes, and mouth when working with chemicals and preserved materials. Wash hands thoroughly after performing laboratory work. Make sure all equipment is clean and the lab table too.
15. Experiments must be monitored by you at all times. Do not leave your designated laboratory area. Do not socialize.
16. Students are not allowed in the science storage area unless directed to do so by the instructor.
17. If there is a fire drill, close all containers, shut off the electricity, and shut off the gas.
18. Handle all living or preserved organisms in a humane and respectful manner. Handle and dispose of preserved biological materials properly.

Clothing:

19. Students are to wear TPS approved goggles at all times in the laboratory.
20. Wear contact lenses only with the permission of your instructor.
21. Tie long hair back and secure dangling jewelry as well as loose or baggy clothing. Please wear shoes that cover the feet.
22. School approved science lab aprons should be worn to prevent damage to clothing by chemical spills.

Accidents and Injuries:

23. Report any accident (spills, breakage, etc.) or injury (cut, burn, etc.) to the teacher immediately, no matter how trivial.
24. If a chemical splashes in your eye(s) or on your skin, flush with water immediately. Do this for 20 minutes. Notify the teacher.

Handling Chemicals:

25. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. Use the fanning technique to smell chemicals. This technique will be demonstrated for you.
26. Read all chemical labels twice and remove only the amount that you need. Do not return chemicals to their original containers.
27. Never use mouth suction to fill a pipet. Use a rubber bulb or pipet.
28. When transferring reagents from one container to another, hold the containers away from your body.
29. Acids must be handled with extreme care. Add acids to water; swirl or stir the solution carefully.
30. Handle flammable hazardous liquids over a pan to contain spills. Never dispense flammable liquids near a flame.
31. Never remove chemicals or others materials from the laboratory area.

Handling Glassware and Equipment:

32. Never handle broken glass with your hands. Use a brush and dustpan to clean up the broken glass. Place in a glass disposal container.
33. Lubricate glass tubing before inserting it into a rubber stopper. Protect your hands with towels or cotton gloves when inserting glass. If the glass becomes stuck, take it to the instructor. The technique to be used will be demonstrated to you.
34. When removing an electrical plug from its socket, grasp the plug, not the cord. Make sure that your hands are dry when handling electrical equipment
35. Do not use chipped, cracked, or dirty glassware.
36. Report damaged electrical equipment immediately – frayed cords, exposed wires, loose connections, etc.
37. Do not immerse hot glassware in cold water. It may shatter.
38. If you do not know how to handle a piece of equipment, ask the teacher.

Heating Substances:

39. Exercise extreme care when using a gas burner. Tie hair back and keep clothing away from fire. Never reach over an exposed flame. Do not put anything into the flame unless directed to do so. Light gas burners as directed by the instructor.
40. Never leave a burner or anything that is being heated unattended. Turn off the burner or hot plate when not in use.
41. Do not point a test tube toward yourself or anyone else. The instructor will show you the proper method for heating and boiling substances in test tubes.
42. Heated metals remain hot for a long time. Set aside to cool and pick up with heat protective gloves or tongs.
43. Never look directly into a container being heated.
44. Place hot substances on an insulating pad. Allow time to cool.
45. When bending glass, allow time for it to cool before further handling. Determine if an object is hot by bringing the back of your hand close to it prior to grasping the object.

Questions:

- Do You Wear Contact Lenses? _____ Yes _____ No
- Are You Color Blind? _____ Yes _____ No
- Do You Have Allergies? _____ Yes _____ No

If Yes, list specific allergies: _____

AGREEMENT

I have explained the Toledo Public Schools (TPS) Student Safety Contract and the proper safety procedures to be followed by the student.

Teacher Signature

Date

I, _____ (student's name) have read and agree to follow all of the above safety rules set forth in the contract. I realize that I must obey these rules to ensure my own safety and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe lab environment. I will also closely follow the oral or written instruction that the teacher may give. I know that if I violate any part of the safety contract that results in unsafe behavior or misbehavior in the laboratory on my part, I may be removed from the laboratory, receive a failing grade, and / or be dismissed from the class.

Student Signature

Date

Dear Parent or Guardian,

It is important for us to inform you about the school's effort to create and maintain a safe science classroom/laboratory environment.

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

You should be aware of the safety instructions that your son/daughter will receive before engaging in any laboratory work. Please read the safety rules presented above. These rules were discussed with your son/daughter. No student will be permitted to perform laboratory activities unless this contract is signed by both the student and the parent/guardian and is returned to the teacher for filing.

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

Parent / Guardian Signature

Date