**Safety Procedures**

P**repare for Laboratory work:**

* Read/Study laboratory procedures prior to class.
* Perform only authorized experiments.
* Keep your lab area organized and free of apparel, books, and other clutter.
* Know how to use the eyewash, fire extinguisher, fire blanket and first aid kit.
* Never eat, drink, or bring food into the laboratory.

**Dress for Laboratory work:**

* Tie back long hair.
* Don’t wear loose clothes, as they tend to get in the way.
* Wear safety goggles during all lab sessions.
* Wear gloves when using chemicals that irritate or can be absorbed through skin.
* Know the risks of wearing acrylic nails and contacts.
* Wear closed toe shoes to protect your feet from spills

**Avoid Contact with Chemicals:**

* Never taste or “sniff” chemicals.
* Never draw materials in a pipette with your mouth.
* When heating substances in a test tube, point the mouth away from people.
* Never carry dangerous chemicals or hot equipment near other people.

**Avoid Hazards:**

* Keep combustibles away from open flames.
* Use caution when handling hot glassware.
* Use appropriate behavior at all times.
* When diluting acid, always add acid to water. Never add water to acid.
* Turn off burners when not in use or not attended to.
* Keep caps on chemical containers. Never switch caps.
* Do not use cracked or broken glassware.
* Never heat a closed container.
* Always add an acid or base to a solid, never add a solid to an acid or base

**Clean Up:**

* Consult teacher for proper disposal of chemicals. Do not return unused materials to original containers.
* Return all materials to its proper place.
* Clean all glassware before returning it.
* Wash hands thoroughly following experiments.
* Leave laboratory area neat and clean.

**In Case of Accident:**

* Report all accidents and spills immediately. **Do not begin spill clean-up until you have checked with me!**
* Notify teacher immediately if you cut yourself during laboratory.
* Place broken glass in designated containers.
* Wash all acids and bases from your skin immediately with plenty of running water.
* If chemicals get in your eyes, wash them for at least 15 minutes with an eyewash.

**Violations:**

* Horseplay of any kind is not allowed during science activities.
* Failure to follow appropriate guidelines will result in disciplinary consequences.
* Consequences may range from grade of zero for that lab, to no more lab activity for the rest of the year. Please make wise choices.

**Separate safety sheet must be signed by you and your parent(s) and returned to teacher before you are allowed to participate in any lab. Keep this sheet in your binder for easy reference.**