

# Flinn Scientific's Student Safety Contract

## Purpose

Science is a hands-on laboratory class. You will be doing some laboratory activities, which require the use of hazardous chemicals. Safety in the science classroom is the #1 priority for students, teachers, and parents. 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. Two copies of the contract are provided. Both you and a parent or guardian must sign one copy before you can participate in the laboratory. The second copy is to be kept in your science notebook as a constant reminder of the safety rules.

## General Guidelines

1. Conduct yourself in a responsible manner at all times in the laboratory, or when outside doing field work.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding. If you do not understand how to use a piece of equipment, ask the instructor for help.
3. Never work alone. No student may work in the laboratory or outside without an instructor or other adult present.
4. When first entering a science room, do not touch any equipment, chemicals, or other materials including safety equipment in the laboratory area until you are instructed to do so.
5. Do not eat food, drink beverages, or chew gum in the laboratory area. Do not use laboratory glassware as containers for food or beverages.
6. **Perform only those experiments authorized by the instructor. Never do anything in the laboratory or outside that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.**
7. Be prepared for your work in the laboratory and outside. Dress appropriately, and read all procedures thoroughly before beginning the activity. Never fool around in the laboratory or outside. Horseplay, practical jokes, and pranks are dangerous and prohibited.
8. Never enter any body of water without being told to by the instructor. Never horse around in the water or near the water's edge. Never enter water above the height of your waste. Never enter swift moving water.
9. Never touch any plant or animal outside without being told to by the instructor.
10. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only necessary lab material including laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored in the classroom area.

11. Keep aisles clear. Push your chair under the desk or bench when not in use.
12. 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.
13. Be alert and proceed with caution at all times in the laboratory or outside. Notify the instructor 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 instructor. Cover slips, dissection waste, matches, filter paper, and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink. Check the label of all waste containers twice before adding your chemical waste to the container.
15. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed in the laboratory instructions or by your instructor.
16. Keep hands away from face, eyes, mouth and body while using chemicals, preserved specimens, or when working in any body of water, like rivers, lakes, and retention ponds. **Wash your hands with soap and water after performing all such activities.** Clean (with detergent) all work surfaces and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
17. Experiments must be personally monitored at all times. Do not wander away, 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 instructor.
19. Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, and any electrical equipment turned off.
20. Handle all living organisms used in a laboratory activity or outside in a humane manner. Preserved biological materials are to be treated with respect and disposed of properly.
19. Treat all sharp objects with care during use and transport.

## **Clothing**

20. Any time chemicals, heat, or glassware are used, students will wear laboratory goggles. There will be no exceptions to this rule!
21. Dress properly during a laboratory activity. Proper clothing for outside weather conditions, (jackets, sunscreen, gloves, boots, etc.) should be worn to protect student from the elements when working outside. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured.

## Accidents and Injuries

22. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
23. If you or your lab partners are hurt, immediately get the instructor's attention.
24. If a chemical should splash in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower until your instructor or another adult tells you to stop . Notify the instructor immediately.

## Handling Chemicals, Plants or Animals

25. All chemicals, plants, and animals used in the laboratory or outside are to be considered dangerous. Do not touch, taste, or smell any chemicals, plants or animals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated to you.
26. Check the label on chemical bottles twice before removing any of the contents. **Take only as much chemical as you need.**
27. Never return unused chemicals to their original containers unless told to do so by your instructor.
28. Never remove chemicals or other materials from the laboratory or outside work areas.
29. Take great care when transferring acids and other chemicals from one place to another. Hold them securely and walk carefully.

## Handling Glassware and Equipment

30. Never handle broken glass with your bare hands. Alert your instructor for clean up assistance. Place broken or waste glassware in the designated glass disposal container.
31. Fill wash bottles only with distilled water and use only as intended, e.g., rinsing glassware and equipment, or adding water to a container.
32. 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. Never insert anything but a properly wired electrical plug into an electrical outlet.
33. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
34. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
35. Do not immerse hot glassware in cold water; it may shatter.

## Heating Substances

36. 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.

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

38. 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.

39. 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.

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

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

## Questions

54. Do you wear contact lenses?

YES       NO

55. Are you color blind?

YES       NO

56. Do you have allergies?

YES       NO

If so, list specific allergies \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**If your doctor prescribes an epinephrine shot ("epi" pen) or any other medicine to use in emergency situations, the student must carry the medicine with them when outside doing fieldwork.**

## Agreement

I, \_\_\_\_\_ (student's name) have read and agree to follow all of the safety rules set forth in this contract. I realize that I must obey these rules to insure 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 and written instructions provided by the instructor. 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 laboratory, detention, receiving a failing grade, and/or dismissal from the course.

\_\_\_\_\_  
(Student 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 laboratory, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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