



ST ALOYSIUS  
CATHOLIC COLLEGE

8 February, 2018

## SCIENCE LABORATORY SAFETY INSTRUCTIONS & CONTRACT

Dear Parents / Guardians

This letter is to inform you of the College's efforts to create and maintain a safe Science laboratory environment. With the cooperation of teachers, parents, and students, a safety instruction program can minimise, prevent, and correct possible hazards.

The purpose of this document is to make you aware of the safety instructions your child has received or will receive before engaging in any laboratory work. Please read the attached list of safety rules. No student will be permitted to perform laboratory activities unless this document is signed by the student and placed on file with their Science teacher.

If a student violates a major laboratory safety rule, that student may not be able to participate in practical activities until it has been established that the laboratory safety rules for St Aloysius Catholic College have been understood and will be followed.

Yours Sincerely

Anne Boyle

**Science/Mathematics Coordinator**

Brendan Gill and Joe Sandric

**Co Principals**



# ST. ALOYSIUS

## CATHOLIC COLLEGE

### STUDENT SAFETY CONTRACT

I, \_\_\_\_\_ (student name), of Grade \_\_\_\_\_ have read and understand the safety rules given to me in class. I agree to follow them and understand that I must obey them to ensure my own safety and those of others in the laboratory. I will cooperate fully with my teacher and fellow students to maintain a safe laboratory environment. I will also closely follow the verbal and written instructions provided by the teacher. I am aware that not following this safety contract will result in consequences which could include being removed from the laboratory or excluded from future practical work and this may have serious consequences for my assessment results in Science.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## LABORATORY SAFETY RULES

- 1) Always conduct yourself appropriately, to ensure your safety and the safety of others in the laboratory. Be serious and alert at all times. Notify the teacher of any unsafe conditions you observe.
- 2) Only enter the laboratory when a teacher is present and with the teacher's permission.
- 3) Always wear lab coats and safety glasses (when instructed). Long hair must be tied back and closed shoes worn (not sandals).
- 4) Do not eat or drink anything while in the laboratory.
- 5) Treat all chemicals as dangerous.
- 6) Wash your hands at the end of each laboratory session.

### General Behaviour and Safety Guidelines

- Bags must be left outside the laboratory. Follow all written and verbal instructions carefully. If you are not certain about what to do after reading the instructions, ask your teacher for clarification. While working in the laboratory, avoid touching your face with your hands.
- Do not touch any equipment or chemicals in the laboratory until your teacher has given permission. Do not perform unauthorised experiments. Do not touch the safety equipment.

- Keep your work area and walkways clear of debris, bags, books, and other obstacles. Pay attention to your experimental apparatus at all times. Unattended laboratory equipment is a serious hazard.
- Do not enter the LC3 preparation room. Only enter the LC1 preparation room with a teacher's permission and supervision.
- If there is a fire, all electrical equipment and equipment using gas must be shut off.
- Sinks must be kept clear of rubbish to avoid blockages.

#### Clothing and Protective Equipment:

- Lab coats must be worn in the laboratory at all times. When instructed by the teacher safety glasses must be worn until all students are finished working, and the teacher has given instructions to remove them. Safety glasses must be worn over spectacles. Students who failure to wear safety glasses will be asked to leave the laboratory and this will result in a 'Developing' Grade for the Science Inquiry Skills Strand of their assessment.
- Long hair must be tied back. Long loose fringes must be pinned back. Loose clothing and jewellery must be secured to prevent accidents. Shoes that cover the feet must be worn. Sandals are not allowed.

#### Accidents and Injuries

- Instantly report any accident, spill, or injury to your teacher, no matter how minor.
- If chemicals get in your eyes, flush them in the eyewash until professional medical assistance arrives.
- If you spill an acid or corrosive chemical on your skin, wash it off immediately using lots of water.

#### Using Chemicals:

- All chemicals in the laboratory are assumed to be dangerous. Never eat, touch, or smell any of them, unless specifically told otherwise. Always read the label of a chemical bottle before using it. Be careful when moving chemicals from one part of the laboratory to another.

- Chemicals should never be handled with your bare hands. Use a spatula.
- Chemicals should never be placed directly on the balance. Use weighing paper, plastic weighing boats, or a beaker to weigh chemicals.
- Never return unused chemicals to their original containers without prior permission.
- Acids give off large amounts of heat when mixed with water. Always slowly add acid to water; never water to acid.
- Never remove chemicals from the laboratory. Dispose of chemicals properly. Your teacher will inform you of how to do this before the practical.

#### Handling Glassware and Equipment:

- Never handle broken glass with your bare hands. Use a brush and dustpan to clean it up and place it in a glass disposal container.
- Never use dirty, cracked, or chipped glassware. Report the damage to your teacher.
- If you don't know how to use a piece of equipment, ask your teacher.
- Do not put hot glassware in cold water – it will shatter.

### Heating Substances:

- 40) Never use a Bunsen burner unless you have been trained and signed off by a teacher in the correct use of a Bunsen burner.
- 41) Keep combustible materials away from open flames, especially liquids.
- 42) Never place anything into a Bunsen burner flame that doesn't belong there.
- 43) Never leave a lit Bunsen burner unattended.
- 44) When heating something in a test tube, point it away from yourself and others.
- 45) Before touching something that's been heated on a hotplate or Bunsen burner, ensure that it is cooled before touching.
- 46) Never look into anything that's being heated.
- 47) Never heat anything in a closed container.
- 48) Never reach across a flame.
- 49) Turn off all Bunsen burners and hotplates before leaving the laboratory.

### Handling Sharp Instruments:

- 50) Handle sharp instruments with care. Always cut away from your body, not toward it.

### Using Electricity:

- 51) Never use electrical equipment in areas that are wet or while your hands are wet.
- 52) When you are finished using a piece of electrical equipment, unplug it.
- 53) Report damaged electrical equipment promptly.

### Handling Biological Materials

- 54) Always wear latex gloves, lab coat and goggles when handling biological matter e.g. eyes, hearts, etc.
- 55) Always use a cutting board when dissecting biological materials.
- 56) Scalpels must not be touched and must be checked in and out by the teachers.

### Other General Rules

- 57) Avoid wasting materials and only use materials you have permission to use.
- 58) Any unauthorised use of emergency equipment will result in suspension from the laboratory.

PLEASE KEEP THESE RULES FOR ONGOING REFERENCE.