**Mrs. Luzier**

**Laboratory Safety Guidelines**

**General Lab Procedures:**

1. Never “horse around” in the laboratory.

2. Never play with lab equipment or materials.

3. Always follow instructions and wait until you are told to begin starting the investigation.

4. Never carry out unassigned experiments.

5. Never eat or taste anything in the laboratory. This includes food, drink, gum, as well as

chemicals found in the lab.

6. Know the location of emergency equipment and how to use equipment without direct

instructions from the teacher.

Write the locations of the safety equipment listed:

 First Aid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fire Extinguisher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Sink\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fire Blanket\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fire Drill Procedure\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Exit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Be familiar with laboratory procedures to be used in the event of a lab emergency.

8. Wash your hands off after every experiment.

9. Keep books and other nonessential items away from the work area. Keep all equipment

well away from the edge of the table.

10. Keep your work area clean. Dispose of waste materials in the appropriate containers as

directed by the teacher.

11. Turn off any gas jets or any electrically operated equipment when you have completed

the lab investigation.

12. Report all injuries or accidents to your teacher immediately.

13. Always wear shoes in the lab. Sandals are not suggested.

14. Tie back long hair and restrict loose clothing. Remove any loose or dangling jewelry that

might present a safety hazard.

15. The wearing of contact lenses in the lab presents particular safety hazards to their

wearers. Students who normally wear contact lenses should plan on wearing regular

eyeglasses in the lab.

16. Wear safety goggles, lab aprons, and gloves when you are instructed to do so.

17. Aim the mirror of your microscope at a bright evenly illuminated part of the sky, not at

 the sun. The intensity of the sun is also magnified by the microscope and could cause

 serious damage to your eyes.

18. Clean and wipe dry all work surfaces at the end of each lab session. Allow yourself

adequate time for proper clean up.

19. Dispose of waste materials as directed by your instructor.

**Handling Chemicals:**

20. Read and double-check labels on bottles of chemicals before removing any.

21. When labeling the contents of a container, label the empty container first; then add the

corresponding material to the labeled container. This procedure avoids the chance of a

spill during the labeling process.

22. When mixing an acid to water, always add the acid to the water.

23. Avoid touching chemicals with your hands. If chemicals do come in contact with your

skin, notify your teacher and wash the affected area immediately.

24. Keep chemical containers firmly closed when not in use.

25. Do not take more chemical than needed from its container; do not return unused

chemicals to the stock bottles; instead, dispose of them as directed by the teacher.

**Working with Fire and Heat:**

26. Never heat anything unless instructed to do so.

27. Never heat a liquid in a closed container.

28. Whenever possible, use a hot plate for heating. Use a gas burner only when specifically

told to do so.

29. When heating materials, be sure the containers are made of heat-pr4oof glass.

30. Never point a heated container at anyone. Be especially careful with heated test tubes.

31. Turn off the heat as soon as you have finished with it. Do not move it until the heat has

cooled. Leave a note to indicate that the hot plate has been recently used, since it is

difficult to tell without touching it.

32. Keep flammable materials away from heat sources.

33. Use test tube holders, tongs, or heavy gloves to handle hot items.

34. Do not put your hands, face over any substance being heated.

35. Never leave unattended anything that is being heated.

**Handling Glassware:**

36. Do not use cracked or badly chipped glassware.

37. Never handle broken glass with your bare hands. Cleanup broken glass and dispose of it

as directed by your teacher.

38. Always lubricate glassware (tubing, thermometers, etc.) with water or glycerin before

attempting to insert it into a stopper. Never apply force when inserting or removing

glassware from a stopper. Use a twisting motion.

39. Do not place hot glassware directly on the lab table. Always use an insulating pad of

some sort.

40. Allow plenty of time for hot glass to cool before touching it. Remember, hot glass shows

no visible signs of its temperature and can cause painful burns.

**Working With Electrical Equipment:**

42. Be careful with electrical cords. Never leave them where someone can trip over them. Keep

 cords away from heat and water.

43. Never touch cords or electrical equipment with wet hands.

44. Grasp the plug when disconnecting an electrical cord from an outlet. Do not pull on the

 cord.

45. Turn off all lab equipment when the investigation is complete.

Working With Specimens:

46. Treat all living things with respect. Do not grab, squeeze, or tease animals. Do not pick

 plants or plant parts unless necessary.

47. Most small animals have sharp teeth. Treat animals with care and respect. If an animals is

 excited, frightened, pregnant, feeding or with its young, special handling is required. Your

 teacher will instruct you on the proper way of handling the animal.

48. When working with microorganisms, be sure to clean your work area before and after the

 investigation. Treat all microorganisms as if they were harmful. Dispose of microbes as

 directed.

49. Wash your hands after handling any specimen.

50. When dissecting, always place the specimen in a dissecting tray or on a prepared surface.

 Do not hold a specimen in your hand while dissecting it.

51. Never touch your eyes or put anything in your mouth while handling preserved specimens.

 Always wash your hands thoroughly with soap and water after working with the specimens.

52. Sharp instruments such as scalpels, probes, and scissors are used in dissecting. Always use

 them carefully. They can cause severe cuts if they are mishandled.