

## LEILEHUA HIGH SCHOOL- LABORATORY SAFETY GUIDELINES

The following regulations have been compiled for the safety of students participating in science courses at Leilehua High School. Compliance with these regulations is mandatory, and disregarding them could result in dismissal from this course. Students will be responsible for replacement costs for any equipment that is broken due to carelessness.

1. Pay strict attention to your own work. Failure to do this is the best way to invite trouble. The laboratory period is not intended for social conversation.
2. Talking is permitted if controlled restraint is practiced.
3. Remember at all times that the laboratory is a place for serious work. Absolutely no practical jokes or horsing around.
4. Follow all instructions, printed and verbal.
5. Perform laboratory work only when the instructor is present. Unauthorized or unsupervised laboratory experimentation is not allowed.
6. Your concern for safety should begin even before the first activity. Always read and think about each laboratory assignment before starting. Follow the directions implicitly noting carefully all precautions. Check any deviations with the instructor.
7. Plan laboratory experiments in advance to minimize the possibility of accidents.
8. Know the location and how to use all safety equipment in the laboratory. These include the safety shower, eye wash, first-aid kit, and fire extinguisher.
9. Wear a laboratory coat or apron and protective glasses or goggles for all laboratory work. Wear shoes and tie back loose or long hair.
10. Clear your bench top and the aisle of all unnecessary material such as books, clothing, stools, and backpacks before starting your work.
11. Check chemical labels twice to make sure you have the correct substance. Some chemical formulas and names may differ by only a single letter or number.
12. You may be asked to transfer laboratory chemicals from a common bottle or jar to your test tube or beaker. Pour chemicals from the stock container to a smaller wide-mouth container such as a beaker. Never pour chemicals from the stock bottle directly into narrow-mouth containers such as test tubes or graduated cylinders.
13. Do not return any excess material to its original container unless authorized by your instructor.
14. Never taste laboratory materials.
15. No eating, gum chewing, or drinking is allowed in the laboratory.
16. Do not apply cosmetics in the laboratory.
17. If you are instructed to smell something, do so by fanning some of the vapor toward your nose. Do not place your nose near the opening of the container. Your instructor will show you the correct technique.
18. Never look directly down into a test tube, instead view the contents from the side. Never point the open end of a test tube toward yourself or your neighbor.
19. Any laboratory accident, no matter how small, should be reported immediately to the instructor.
20. In case of a chemical spill on your skin or clothing, rinse the affected area with plenty of water. If your eyes are affected, water washing must begin immediately and continue for 10 to 15 minutes until professional assistance is obtained.
21. Minor skin burns should be held under cold, running water.
22. When discarding chemicals, carefully follow the instructions provided.
23. Chipped or broken glassware should be discarded into marked containers for disposal.
24. Do not reach across a flame.
25. Keep the lighted burner away from your clothing, books, or other combustible materials.
26. Keep the sink clean.
27. Return equipment, chemicals, aprons, and protective glasses to their designated locations.
28. Before leaving the laboratory, ensure that gas lines and water faucets are shut off.
29. Always wash your hands at the conclusion of the laboratory period.
30. If in doubt, ask!