

Student Name: _____

Instructor Name: _____

Dept: _____ Course Number: _____

This safety contract states the lab-safety rules that are to be executed by everyone involved in order to ensure the safety of work place for everyone (TA's, students, faculty and staff). Two copies should be signed and one returned to the TA, the other to be used by the student as a safety guide and should be present in the lab-notebook at all times.

GENERAL RULES

1. Students are required to practice disciplined and responsible conduct at all times when present in the laboratory. (Playing around in the laboratory, sitting or leaning on the lab benches, disorderly behaviors are not permitted at all times. Be alert and proceed with caution at all times in the lab).
2. Pre-lab reading assignments are to be completed prior to entering the laboratory. Thoroughly read all experimental procedures prior to entering the laboratory.
3. Use of food/drink (beverages, chewing gum, tobacco, etc.) and cosmetics in the laboratory is prohibited.
4. Use of cell phones, radios, MP3 players, or headphones is prohibited in the lab. Store these with your personal items in designated areas.
5. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your lab manual, lab book and other necessary materials to the work area. All backpacks, coats, and other personal items must be stored away from benches, fume hoods, all chemicals, and out of aisles. Keep aisles clear.
6. All written and verbal instructions are to be followed carefully. If you do not understand a direction or part of a procedure, ask the TA or the supervising figure before proceeding.
7. Unsupervised presence of students in the lab is prohibited. Persons not participating in the course are not allowed in the lab without approval.
8. Execution of experiments authorized by the course instructor and supervised by the TA are the only experiments permitted.
9. Chemicals and equipment may NOT be removed from the laboratory under any circumstance. Authorization / supervision by the Principal Investigator or Professor responsible for the lab is required to remove any item from the lab.
10. Fume hood sashes must be closed when not in use. Fume hood sashes are not to be opened beyond the 18" mark when in use. Never stick your head into the fume hood.
11. Each student must execute experiments only in the work space designated to them and personally monitor their experiments in progress. Do not move the equipment/glassware for personal preference unless approved.
12. Hands and pens/pencils are to be kept away from face, eyes, and mouth while using chemicals or equipment. Hands are to be washed with soap and water after performing all experiments, especially before going to the restroom or leaving the lab for any reason.
13. All work surfaces and apparatus are to be cleaned each day by the student at the end of the experiment. Inventory and return of all equipment/glassware (clean and in working order) to the proper location is required. Broken or missing items must be replaced through the Stockroom with a replacement piece.
14. Proper disposal of all chemical waste is a must. Check the label on the waste container thoroughly before adding chemical waste to the container. Waste containers are not to be over filled. When the container is 85% full notify the supervisor.
15. Sinks are to be used only for water and solutions that are permitted by the TA. Mixing of chemicals in sinks is not allowed. Solid chemicals, metals, matches, filter paper, and all other insoluble materials are to be disposed of in their proper waste containers (not in the sink).
16. Do not attempt lab work if you are on a new medicine that could interfere with your ability to function safely in the lab.

PERSONAL PROTECTIVE EQUIPMENT

17. Approved chemical splash goggles **MUST** be worn at all times when in the lab. The goggles must seal around the face and have no open holes. **NO EXCEPTIONS.**
18. Contact lenses *should* be replaced with prescription glasses.
19. Dress properly for lab. Clothing must cover the body from the shoulders down to toes. Lab coats are mandatory when the experiment requires them.
 - a. **NO** bare midriffs or ankles
 - b. **NO** tank tops or low-cut tops
 - c. **NO** shorts, skirts, or cropped pants
 - d. **SHOES** must be closed-toed and completely cover the heel and top of the foot. **NO** sandals .
20. Long hair, hanging items (jewelry, hoodie strings etc), and loose or baggy clothes must be secured.
21. Gloves are available for use when needed and must be removed before leaving lab. Do not handle personal items such as pens with the gloves on.

HANDLING CHEMICALS

22. All chemicals in the lab are to be considered dangerous and used with caution. Chemicals are not to be touched, tasted, or smelled. Only "wafting" method of smelling chemicals should be practiced (if needed) after undergoing proper demonstration by the TA.
23. Label on the reagent/chemical bottles must be checked thoroughly prior to use or transfer.
24. Only directed amount should be used /transferred. Unused chemicals must not be returned to their original container.
25. Proper disposal in the waste containers must be practiced.
26. All reagent bottles and waste containers must be capped when not in use. Reagent bottles must not be removed from their designated dispensing area.
27. Flammable solvents must not be used anywhere near flame.
28. Acids must be handled with care and as per directed by the TA. Always add acid to water, not water to acid.
29. Secured and careful transport of acids and other chemicals from one part of the lab to another must be practiced.
30. Any spills must be promptly notified to the TA or any supervising figure present. As directed by the supervising authority, Clean-up of small spills should be performed immediately.

HANDLING GLASSWARE AND EQUIPMENT

31. Never handle broken glass with your bare hands. Use the dust pan and broom provided to clean up the broken glass. Place the broken glass in the containers marked "broken glass". Go to the stockroom and replace the piece of glassware.
32. Examine glassware before each use. Never use chipped or cracked glassware. Never use dirty glassware.
33. Fill wash bottles **ONLY** with distilled water and use it only as intended, e.g., rinsing glassware and equipment, or adding water to a container. Indicate contents of wash bottles with labels.
34. Unplug hotplates when not in use. When removing an electrical plug from its socket, grasp the plug, not the electrical cord.
35. Hands must be completely dry before touching the plug or switch.
36. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
37. Do not use a piece of equipment until its proper use is demonstrated by the TA.

ACCIDENTS and INJURIES

38. Report any accident (spill, breakage, etc.) or injury (cut, bum, etc.) to the TA immediately, no matter how trivial.
39. Report fires to the TA immediately.
40. If a chemical splashes in your eye(s) or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 15 minutes. Notify the TA immediately.

41. Know the location of the following safety equipment:

- a. Fire extinguisher
- b. Safety shower
- c. Eye wash
- d. First aid kit
- e. Chemical spill kit

EMERGENCY PROCEDURES

In the event of a fire alarm (a continuous sounding bell) while you are working in the laboratory, immediately turn off any Bunsen burners or hotplates you are using and leave the building by the shortest route as designated by your TA. DO NOT use the elevators. Proceed to the assembly area with your TA. You must remain with your TA until you have been dismissed by supervising personnel.

In the event of a serious injury or someone becomes ill, immediately turn off any burners or hotplates and evacuate to the hallway until supervising personnel give you additional instructions. DO NOT leave until you have been dismissed by supervising personnel.

STATEMENT OF AGREEMENT

I have read and agree to the safety rules set forth in the chemistry lab safety contract. I realize that I must obey these rules in order to insure my own safety, as well as the safety of others. I am aware that any violations of the contract can result in my removal from the laboratory and loss of credit for the experiment. I also understand that I can be held financially responsible for the laboratory equipment used in this course if I break or destroy an item due to carelessness, neglect, or misuse.

STUDENT SIGNATURE _____

DATE _____