

1. NO "horseplay" or "fooling around" is permitted. If you do this, you will be kicked out of lab for the day and receive a zero for all work pertaining to that day. A second offense will result in a trip to the office.
2. **Report all accidents.**
3. Always wash your hands thoroughly at the end of the laboratory period.
NOTE: Using hand sanitizer does not wash chemicals from your hands.
4. Keep your hands away from your face, eyes, and body, until they have been washed.
5. If a chemical is splashed or spilled on your skin, flush it with water for 20 minutes and **tell your teacher right away.**
6. If you should get chemicals into your eyes, go directly to the eyewash fountain and gently flush with water. **Report this immediately to your teacher.**
7. Do not eat, drink, chew gum or put on makeup while in the laboratory.
8. Be tidy, and no clutter. Only necessary materials should be in the lab.
9. Return cleaned equipment to its proper place when finished. Report any damage of equipment to the instructor.
10. Keep sinks clean and free of glassware.
11. Never return chemicals to stock bottles.
12. Handle only materials that you are assigned to work with.
13. Use acids and bases with caution. Notify the teacher of any spills and clean up as directed.
14. Follow all instructions, both written and verbal. If you think some changes in procedure are necessary or desirable, check with your teacher.
15. Never work alone.
16. Clean up broken glassware with a broom and dustpan and dispose in the broken glassware box. If a thermometer is broken, do not handle it – notify your teacher.
17. Do not immerse or fill hot glassware into/with cold water – it may shatter.
18. Know where everything is, and know what to do in case of a fire alarm. (Turn off flames or heat sources, turn off gas sources, cover chemicals or reactions, turn off all fume hoods and electrical equipment.)
19. Never leave an experiment or equipment that is in use unattended.
20. Students are not permitted in the chemistry prep room.

GENERAL SAFETY

HANDLING CHEMICALS

1. Always read the label of chemical supplies twice, and do not take more than needed.
2. Do not return unused chemical to the original container.
3. Always put the lids back on chemical supplies.
4. Do not use unlabelled chemicals.
5. Dispose of chemical waste as directed. Solid material should go in the trash unless otherwise directed. Check with your teacher before disposing of chemical waste down the drain.
6. Never remove chemicals or lab materials from the lab area.
7. To smell the contents of a container, use a "wafting" action of the hand as demonstrated by your teacher.
8. Use care to avoid splattering of solutions when heating to dryness.
9. Always add acids to water SLOWLY, carefully, and with a gentle stirring action (solid glass rod only). This should generally be done in a large open beaker.

1. Safety glasses must be worn AT ALL TIMES.
2. Long hair must be tied back.
3. Closed-toe shoes must be worn at all times in the lab.
4. Jewlery must be removed.
5. Loose clothing (such as scarves or long sweaters) should be removed or secured.
6. Contacts may be worn in lab, but be aware that if you should get chemical in your eyes you must take out and dispose of your lenses immediately.

1. Keep a lighted burner away from clothing, books, or other combustibles. Lean away from the top of Bunsen burner while it is being lit. Do not point test tubes that are being heated in the direction of another person or yourself.
2. Hot glass looks just like cold glass. Use care when touching glass objects that have been heated. Remember that glass, Bunsen burners, ring stands, tongs, any other metal objects and most items remain hot long after they have been removed from the heat source.
3. Do not heat anything inside a closed container.

1. Before connecting equipment to a power source, examine all wiring for electrical defects and improper installation.
2. Grasp an electrical plug by the plug, not the cord, to remove it from the outlet.
3. Make sure that your hands are dry; that the work area is dry.
4. Follow directions. If you are unsure of any procedure, ask your teacher.

ATTIRE

AVOIDING BURNS

ELECTRICAL PRECAUTIONS