



Calgary Board of Education

SAFETY AND LABORATORY RULES

1. Read all procedures thoroughly before entering the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
2. No student may work in the science classroom without the presence of a teacher. Perform only those experiments authorized by your teacher. Carefully follow all instructions, both written and oral.
3. Safety goggles and aprons (when provided) must be worn at all times when in the lab. Eyeglasses do not offer enough protection from projectiles or splashed chemicals. If you wear glasses, goggles must be worn over them. Avoid wearing contact lenses during experiments. If you must wear contact lenses, your goggles must seal well to your face.



4. Know the locations of all safety equipment including: first aid kit(s), eye wash station, chemical spill kit and fire extinguisher. Know where the fire alarm and the exits are located.
5. Know and follow Workplace Hazardous Materials Information System (WHMIS) regulations.



6. Long hair must be tied back, and dangling jewellery and baggy clothing must be secured. Close toe shoes and long pants must be worn. Use of personal electronics (iPods, cell phone, etc.) is prohibited in the lab.
7. Eating, drinking, chewing gum and application of cosmetics (lip balm, gloss, etc.) is prohibited in the lab.



8. Walk with care and keep your work area free from unnecessary clutter. Keep backpacks and other belongings at a certain place designated by your teacher.
9. Examine all glassware for cleanliness, chips and cracks. Report damaged glassware to your teacher. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Dispose of broken glass in the broken glass container provided.

10. Do not taste, touch, or smell any reagents unless directed to do so by your teacher. When smelling chemicals or gases, use a wafting motion to direct the odour toward your nose.
11. Handle chemicals carefully. Check the label of all bottles before removing the contents. Take only as much as you need. Do not return unused chemicals to reagent bottles. Dispose of the excess in chemical waste. All reagent bottles and waste containers must be capped when not in use.
12. Any experiment involving the use or productions of harmful fumes and gases must be performed in a fume hood as instructed by the teacher.
13. When heating a substance in a test tube, do not point the mouth of the test tube at another person or yourself.
14. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the teacher immediately, no matter how trivial it seems.



15. Never leave burners, flames or hot equipment unattended. Turn them off whenever you leave your workstation and leave them to cool before storing them.
16. While using electrical equipment, be careful about the wiring, hanging and damaged cords. Be sure your hands are dry and the electrical equipment is turned off before plugging it into the outlet. Turn off all equipment when you are finished using it.



17. Never remove any equipment or chemicals from the laboratory without the permission of your teacher.
18. Ensure all equipment is cleaned and returned to its proper place upon completing your lab. Any waste materials are to be disposed of, as instructed. Clean your lab bench. Wash hands thoroughly with soap and water before leaving the lab.

