

# Santiago Canyon College

## Student Biology Laboratory Safety Agreement

In order to conduct safe and effective laboratory activities, all students must follow proper laboratory procedures.

### General Rules

1. Follow all verbal and written instructions given by the instructor.
2. **Always stay on task**—do not fool around in the lab. No horseplay, pranks, or practical jokes.
3. Never work in the lab unsupervised or perform unauthorized or unapproved experiments.
4. Do not eat, drink, apply cosmetics, or manipulate contact lenses in the lab.
5. Keep work areas tidy. Keep aisles and exits clear, and move backpacks, jackets, and other personal items out of the way of lab work.
6. Visitors, family members, children or pets are not permitted in the lab or on the field trips.
7. **Before leaving the lab, all materials, slides and equipment (including the microscope) should be returned to their proper place and your work station is clean. Your microscope should be properly stored, and the microscope cabinet locked before leaving.**
8. **REMEMBER: SAFETY FIRST, USE YOUR PERSONAL PROTECTIVE EQUIPMENT, ALWAYS WEAR THE APPROPRIATE SHOES, NO FOOD OR DRINK IN THE LAB; PAY ATTENTION TO WHAT YOU ARE DOING AND TO WHAT THE INSTRUCTOR TELLS YOU TO DO.**

### Personal Safety

1. Wear approved eye protection properly while you perform lab work.
2. Wear any additional safety equipment (aprons, gloves, etc.) as directed by the instructor.
3. Wear closed-toe shoes, tie back long hair, avoid loose or baggy clothing, and avoid short skirts or shorts while performing lab work. **Sandals are not permitted in the lab.**
4. Report all accidents, spills, or injuries to the instructor immediately. It may be more serious than you realize!
5. Clean up any spills **IMMEDIATELY!** Flushing with water is the best way of cleaning up most chemicals, whether from your desktop or from your skin or clothing
6. **KNOW** the locations of the exits, fire extinguishers, fire alarm pulls, shower and eye-wash fountain.

### Laboratory Safety

1. Consider all lab chemicals and specimens to be dangerous. Do not **TOUCH, SMELL, or TASTE** any chemicals or specimens unless specifically instructed to do so.
2. Report any faulty equipment to your instructor immediately; it should be removed from use.
3. Read the label **TWICE** before removing any material from its container and **REPLACE** the container to the location from which you took it! Be sure you are using the correct chemical at the correct concentration before removing it from the bottle.
4. Do not remove chemicals, specimens, equipment, or other supplies from the lab.
5. Scalpels and razor blades should be disposed in the Sharps containers.
6. Follow proper procedures when operating a burner or heat source. Always unplug the device when not in use.
7. Do not handle broken glass with bare hands. Use a brush and dustpan to clean up broken glass and place in a designated glass disposal container.
8. Dispose of all waste materials only as directed by the instructor.
9. **HOT** glassware looks exactly like cold glassware. Be cautious when picking up glass that you have heated.
10. You have the right to know about any chemicals used in this course! Information is available on the chemical label or more complete information is available on the Safety Data Sheets (SDS) which you may view. See your instructor

# Student Biology Laboratory Safety Agreement (continued)

## Dissections

1. Treat all specimens with respect and care.
2. Dissecting tools are sharp. Handle all instruments with extreme care.
3. Always cut away from your body and away from others.
4. Wear **Nitrile** gloves during lab dissections. Latex gloves **may not be** used.
5. Avoid contact with preservative chemicals.
6. Place specimens in dissecting pans before beginning the dissection, and pin down as necessary. Do not make any cuts while holding the specimen.
7. Scalpels and razor blades should be disposed in the **Sharps containers**.
8. Never remove specimens or specimen parts from the classroom. All parts of the specimen must remain in the dissecting pan until the dissection is completed.
9. Dispose of dissected materials in properly labeled hazardous waste containers – **NOT** in the sinks or the trash cans.
10. Clean up the work area once the dissection is complete. Wash and dry dissecting tools, and return all supplies to their proper place.
11. **Wash** your hands thoroughly with soap and warm water once clean-up is finished.

---

*I have read and fully understand the rules, safety practices, and regulations governing my conduct in the science laboratory. I will abide by these rules to ensure my safety and the safety of all laboratory participants. I will follow all written and verbal instructions given by the instructor and ask questions if I do not understand a direction or procedure. I understand that violation of these rules may result in removal from the laboratory, removal from the science class, a lowered grade, or other consequences as determined by the instructor.*

Signature \_\_\_\_\_ Date \_\_\_\_\_ Sem \_\_\_\_\_ Instructor \_\_\_\_\_

Name (print) \_\_\_\_\_ Student ID # \_\_\_\_\_ Class \_\_\_\_\_ Ticket# \_\_\_\_\_

**Please sign and return to your instructor.**

Form to be kept in the Division Office file for two years. Rev. 3/2019