

## **STUDENT LABORATORY PRACTICES AND RESPONSIBILITIES**

- **Laboratory safety is everybody's responsibility. As a student in the chemistry lab you are responsible for understanding and following the guidelines below.**
- **Failure to do so may result in a reduction in your laboratory grade.**

### **GENERAL PRACTICES:**

- Plan and conduct lab experiments in accordance to established directions and **SAFE PRACTICES**.
- Report unsafe practices, conditions and injuries to instructor or department chair.
- Maintain awareness of current safety or environmental practices.
- Exercise reasonable neatness as one of the best ways to avoid accidents and injuries.

### **SAFE PRACTICES IN THE LABORATORY:**

- Know location of exits, fire extinguishers, fire blanket, fire alarm, safety shower, eye-wash stations and broken glass container in the laboratory.
- Wear eye protection whenever working with flames, concentrated acids and bases or instructed by the instructor.
- Restrain long hair, loose clothing and dangling jewelry.
- Shoes must be worn at all times.
- Clean your work station at end of laboratory from spilled chemicals, used matches, and other debris.
- Close reagent bottles after use, and wipe bottles clean if spill occurs.
- Clean up spilled chemicals immediately, using appropriate procedure.
- Keep containers of flammable liquids away from open flames.
- No eating, drinking, smoking or applying cosmetics in the laboratory.
- Do not perform unauthorized experiments, or use equipment without instructions.
- Do not return unused chemicals to the stock bottle. Share excess chemicals with other students or disposed of properly.
- Never leave heat sources such as hot plate or Bunsen burner unattended.
- Do not pipette by mouth. Use mechanical pipetting devices.
- Never work alone in the laboratory.

### **INCIDENTS:**

- Report all spills and accidents, no matter how minor, to the instructor immediately.
- Wash your hands immediately and thoroughly if they come in direct contact with chemicals.
- In case of a chemical spill, use the emergency spill kit to contain and neutralize the substance.
- In case of broken glassware, do not touch the broken glassware with your bare hands. Always use a broom and dust pan and discard them in designated broken glass container.

### **UPON COMPLETION OF YOUR LABORATORY EXPERIMENTS:**

- Return all items to their proper locations. These items may include ring stands, clamp rings, wire gauzes, matches, etc. Nothing should be left on the laboratory counter top.
- Dispose of all used chemicals according to the instructions provided by your instructor.
- Shut off all gas, water and vacuum fixtures.
- Return all reagent bottles and sample vials to the instructor bench.
- Clean up workstation from spilled chemicals, used matches and other debris.
- Secure locker on your station.
- Wash hands thoroughly before leaving laboratory.

**STUDENT SAFETY CONTRACT**  
**Los Angeles Mission College**

I, \_\_\_\_\_, have read and agree to follow all of the safety  
(student's name)  
rules set forth by my instructor. I realize that I must obey these rules to ensure my own  
safety, and that of my fellow students and instructors. I will cooperate to the fullest  
extent with my instructor and fellow students to maintain a safe lab environment. I will  
also follow the oral and written instructions provided by the instructor. I am aware that  
any violation of this safety contract that results in unsafe conduct in the laboratory or  
misbehavior on my part, many result in being removed from the laboratory and receiving  
a failing grade in the lab.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Course No.

\_\_\_\_\_  
Course Instructor

\_\_\_\_\_  
Date