

STUDENT SAFETY CONTRACT

TEXAS A&M-TEXARKANA

Purpose

The A&M-Texarkana Science course you are taking consists of laboratory activities that may require the use of hazardous chemicals. Safety in the A&M-Texarkana laboratory is the number one concern for all staff and students. In order to meet this goal, a list of laboratory safety rules have been developed and provided to you in this Student Safety Contract.

Before you are allowed to participate in any laboratory activities, you must read, understand and follow the rules as stated below. Return a signed & dated copy of the contract to the instructor and keep a copy of the contract in your notebook as a reference guide.

General Guidelines

1. Read the assignments *before* coming to the laboratory.
 - a. Perform only those experiments authorized by the instructor.
 - b. Follow all written and verbal instructions explicitly.
 - i. If you do not understand a direction or any part of a procedure, ask the instructor before proceeding.
2. Conduct yourself in a responsible manner at all times in the laboratory.
 - a. Cell phones are to be 'turned off' or 'turned to vibrate' during laboratory
 - i. No texting allowed during class period
 - b. Eating, drinking or chewing gum is NOT allowed.
 - c. Horseplay, practical jokes and pranks are prohibited.
 - d. Do not 'play' with any laboratory equipment.
3. Never work in the laboratory without an instructor present.
 - a. Students are NOT permitted in the storage rooms or preparation areas.
4. Observe good housekeeping practices
 - a. Keep work areas neat and clean at all times.
 - b. Keep aisles clear and chairs under desks when not in use.
5. Notify your instructor of any spills or accidents.
6. Know the locations and operating procedures for all laboratory safety equipment:
 - a. Fire extinguishers
 - b. Fire blanket
 - c. First-aid kits
 - d. Eyewash station
 - e. Safety shower
 - f. Fire alarms & exits
7. Dispose of all chemical waste properly.
 - a. Check with instructor if unsure about proper disposal methods.

Laboratory Safety Rules

1. When entering a laboratory:
 - a. Do not touch any equipment, chemicals or materials in the laboratory area.
 - b. Wait for proper instruction.
2. Perform only those experiments authorized by the instructor.
 - a. Never do anything in the laboratory that is not called for in the laboratory procedure or by your instructor.
 - b. Unauthorized procedures are prohibited.
3. Experiments must be personally monitored at all times.
 - a. Do not wander around the room, distract other students or interfere with other's experiments.
4. Students are NOT permitted in the storage rooms or preparation areas.
5. In case of a fire drill or emergency evacuation:
 - a. close all open containers
 - b. turn off gas valves, fume hoods
 - c. shut off all electrical equipment
6. Handle all living organisms used in a laboratory activity in a humane manner.
 - a. Preserved specimens are to be treated with respect and disposed of properly.
7. Wear approved Personal Protective Equipment (PPE) as needed.
 - a. Wear approved eye protection at all times in the laboratory.
8. Wash hands with soap and water before and after each lab activity.
9. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens.
 - a. In the event that a chemical comes into contact with your skin or eyes
 - i. Wash effected area immediately with copious amounts of water.
 - ii. Consult laboratory instructor.

Clothing

1. No sandals or open-toed shoes allowed in the laboratory.
2. Long hair should be tied back.
3. Dangling jewelry and loose or baggy clothing should be secured.

Accidents & Injuries

1. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately.
2. In case of a chemical splash:
 - a. For eyes: Use eyewash station for 15 minutes
 - i. Notify instructor

- b. For skin: Flush area with water for 15 minutes
 - i. Notify instructor

Handling Chemicals

1. All chemicals in the laboratory are to be considered dangerous unless instructed otherwise.
 - a. Do not taste anything.
 - b. Never directly smell the source of any vapor or gas.
 - i. Using a cupped hand, bring a small sample to your nose (wafting)
 - c. Always wear gloves when handling chemicals.
2. Always check the label on the chemical bottles before removing any of the contents.
 - a. Use only the amount of reagent called for; avoid excesses.
3. Never return unused chemicals to their original containers.
4. Use fume hoods for chemicals with noxious, hazardous and/or flammable properties.
 - a. Never place your head into the fume hood.
 - b. Use fume hood as directed by the instructor.
5. Hold containers away from your body when transferring reagents from one container to another.
6. Always add acids to water, be careful of heat generated.
7. Never use mouth suction to fill a pipet. Use a rubber bulb or a pipet pump.
8. Do not remove chemicals or other lab materials from the laboratory area.
9. Keep your work area as clean as possible.
 - a. Clean up work area at the end of the laboratory period.

Handling Glassware & Equipment

1. Examine glassware before each use.
 - a. Never use chipped or cracked glassware.
 - b. Never use dirty glassware.
2. Always carry glass tubing in a vertical position to minimize breakage and injury.
3. Never handle broken glass with your bare hands.
 - a. Use a brush and dustpan to clean up broken glassware
 - b. Place in a designated glass disposal container
4. Hands must be completely dry before touching an electrical switch, plug or outlet.
 - a. When removing an electrical plug, grasp the plug not the electrical cord.
 - b. Do not use damaged electrical equipment.
 - i. Report to the instructor immediately.

5. If you do not know how to use a piece of equipment, ask instructor before proceeding.

Heating Substances

1. Exercise extreme caution when using a gas burner.
 - a. Keep hair, clothing and hands at a safe distance from the flame at all times.
 - b. Do not put any substances into the flame unless specifically instructed to do so.
 - c. Never reach over an exposed flame.
 - d. Light gas or alcohol burners only as instructed by the teacher.
2. Never leave a lit burner or hot plate unattended.
 - a. Always turn off when not in use.
 - b. Allow plenty of time for hot plate to cool down before touching.
3. Follow proper instructions on heating and boiling liquids in test tubes.
 - a. Never point the open end of a test tube that you are heating at yourself or others.
4. Use tongs or heat-protective gloves when carrying heated metals and glass.
5. Never immerse hot glassware in cold water.

Dissections

1. Handle all living organisms used in a laboratory activity in a humane manner.
 - a. Preserved specimens are to be treated with respect and disposed of properly.
2. Always wear safety glasses, gloves and lab coats when handling preserved specimens.
3. When using knives/scalpels, always carry with tips and points pointing down and away from you.
 - a. Always cut away from your body.
 - b. Never try to catch falling sharp instruments.
 - c. Grasp sharp instruments only by the handles.

Any pregnant students, or students planning to become pregnant, should consult their health care provider to determine what, if any, additional precautions are needed based on their individual situation. It is the responsibility of the student to communicate their needs to the Director of Student Life as soon as possible in order for risk-reduction to begin when it can be most effective, and to determine if additional modifications are necessary. While the university cannot mandate that the student notify it that she is pregnant or is planning to become pregnant, the university strongly recommends that students do provide notification so appropriate steps can be taken to ensure the health of both parent and child. To communicate health circumstances or to request additional information, please contact the Director of Student Life.

Student Safety Contract Agreement

I have read and understand the laboratory safety rules as well as the basic instructions for laboratory work. I agree to follow all of the safety rules set forth in this contract. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe lab environment. I will closely follow 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 may result in being expelled from the laboratory, receiving a failing grade and/or dismissal from the course.

Student Signature

Date

Student Name (Print Legibly)

Course, Section

Parent Signature

***Parent signature required ONLY if you are under the age of 18**

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1. Do you wear contact lenses? Yes No
 2. Are you color blind? Yes No
 3. Do you have any allergies? Yes No

If yes, list all allergies: