LAB POLICY

Motto

Find True Wisdom

Vision

To be a centre of excellence in provision and promotion of quality education.

Mission

- To help children become confident, informed, purposeful and independent.
- To provide an enriching and stimulating environment within which the child becomes an active explorer.
- To provide a framework of discipline which empowers a child to develop self-discipline and a strong sense of self.
- To provide a cross-cultural environment in which the foundation of global peace may be laid.
- To awaken children's interest in all subjects and to encourage in them a love for learning.

Note to science classroom teachers and supervisors/administrators.
The following is for your use in the classroom and may be given to students at the beginning of the school year to help them understand their role in ensuring a safe and productive science experience.

Science is a process of discovering and exploring the natural world. Exploration occurs in the classroom/laboratory or in the field. As part of your science class,you will be doing many activities and investigations that will involve the use of various materials, equipment, and chemicals. Safety in the science classroom/laboratory is the FIRST PRIORITY for students, instructors, and parents.

To ensure safer classroom/laboratory/field experiences, the following **Science Laboratory Rules and Regulations** have been developed for the protection and safety of all. Your instructor will provide additional rules for specific situations or settings. The rules and regulations must be followed at all times. After you have reviewed them with your instructor, read and review the rules and regulations with your parent/guardian. Their signature and your signature are required before you will be permitted to participate in any activities or investigations. Your signature indicates that you have read these rules and regulations, understand them, and agree to follow them at all times while working in the classroom/laboratory or in the field.

Standards of Student Conduct in the Laboratory and in the Field

- ✓ Conduct yourself in a responsible manner at all times in the laboratory. Frivolous activities, mischievous behaviour, throwing items, and conducting pranks are prohibited.
- ✓ Lab and safety information and procedures must be read ahead of time. All verbal and written instructions shall be followed in carrying out the activity or investigation.
- ✓ Eating, drinking, gum chewing, applying cosmetics, manipulating contact lenses, and other unsafe activities are not permitted in the laboratory.
- ✓ Working in the laboratory without the instructor present is prohibited.
- ✓ Unauthorized activities or investigations are prohibited. Unsupervised work is not permitted.
- ✓ Entering preparation or chemical storage areas is prohibited at all times.
- ✓ Removing chemicals or equipment from the laboratory is prohibited unless authorized by the instructor.

Personal Safety

- ✓ Approved chemical splash goggles or safety glasses, as appropriate or directed by your instructor, shall be worn at all times in the laboratory or field, including pre-laboratory work and clean-up, unless the instructor specifically states that the activity does not require the use of chemical splash goggles or safety glasses.
- ✓ When an activity requires the use of laboratory aprons, the apron shall be appropriate to the size of the student and the hazard associated with the activity or investigation.
- ✓ The apron shall remain tied throughout the activity or investigation.
- ✓ All accidents, chemical spills, and injuries must be reported immediately to the instructor, no matter how trivial they may seem at the time. Follow your instructor's directions for immediate treatment.
- ✓ Dress appropriately for laboratory work by protecting your body with clothing and shoes. This means that you should use hair ties to tie back long hair and tuck into the collar. Do not wear loose or baggy clothing or dangling jewellery on laboratory days. Acrylic nails are also a safety hazard near heat sources and should not be used.
- ✓ Sandals or open-toed shoes are not to be worn during any lab activities. Refer to prelab instructions. If in doubt, ask!
- ✓ Know the location of all safety equipment in the room. This includes eyewash stations, fire extinguishers, the fume hood, and the safety blanket.
- ✓ Know the location of emergency master electric and gas shut offs and exits.
- ✓ When an activity or investigation requires the use of laboratory gloves for hand protection, the gloves shall be appropriate for the hazard and worn throughout the activity.

Specific Safety Precautions Involving Chemicals and Lab Equipment

- ✓ Avoid inhaling in fumes that may be generated during an activity or investigation.
- ✓ Never fill pipettes by mouth suction. Always use the suction bulbs or pumps.
- ✓ Do not force glass tubing into rubber stoppers. Use glycerin as a lubricant and hold the tubing with a towel as you ease the glass into the stopper.
- ✓ Proper procedures shall be followed when using any heating or flame producing device especially gas burners. Never leave a flame unattended.
- ✓ Remember that hot glass looks the same as cold glass. After heating, glass remains hot for a very long time. Determine if an object is hot by placing your hand close to the object but do not touch it.
- ✓ Should a fire drill or other evacuation emergency occur during an investigation or activity, make sure you turn off all gas burners and electrical equipment and exit the room as directed.
- ✓ Always read the reagent bottle labels twice before you use the reagent. Be certain the chemical you use is the correct one.
- ✓ Replace the top on any reagent bottle as soon as you have finished using it and return the reagent to the designated location.
- ✓ Do not return unused chemicals to the reagent container. Follow the instructor's directions for the storage or disposal of these materials.

Standards For Maintaining a Safer Laboratory Environment

- ✓ Backpacks and books are to remain in an area designated by the instructor and shall not be brought into the laboratory area.
- ✓ Never sit on laboratory tables.
- ✓ Work areas should be kept clean and neat at all times. Work surfaces are to be cleaned at the end of each laboratory or activity.
- ✓ Solid chemicals, metals, matches, filter papers, broken glass, and other materials designated by the instructor are to be deposited in the proper waste containers, not in the sink. Follow your instructor's directions for disposal of waste.
- ✓ Sinks are to be used for the disposal of water and those solutions designated by the instructor. Other solutions must be placed in the designated waste disposal containers.
- ✓ Glassware is to be washed with hot, soapy water and scrubbed with the appropriate type and sized brush, rinsed, dried, and returned to its original location.
- ✓ Goggles are to be worn during the activity or investigation, clean up, and through hand washing.

I have read the above science laboratory rules and regulations, and I agree to follow them during any science course, investigation, or activity. I acknowledge that these rules are necessary to prevent accidents and to ensure my own safety and the safety of others around me. I will follow any additional instructions given by my instructor. I understand that I may ask my instructor at any time about the rules and regulations if they are not clear to me. My failure to follow these science laboratory rules and regulations may result in discipline.

_____ _____ _____ _____

Student Signature Date Parent/Guardian Signature Date

Please keep these pages in the front of the laboratory section of your notebook.

SCIENCE HoD.

Prof.M.Abubaker
Principal