

# Student Biology Laboratory Safety Agreement

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

**Please initial each item and sign where indicated.**

## General Rules

1. Prepare for the lab by reading the instructions and safety information ahead of time. \_\_\_\_\_
2. Always stay on task—don't fool around in the lab. No horseplay, pranks, or practical jokes. \_\_\_\_\_
3. Follow all verbal and written instructions given by the instructor. \_\_\_\_\_
4. Never work in the lab unsupervised or perform unauthorized or unapproved experiments. \_\_\_\_\_
5. Do not eat, drink, apply cosmetics, manipulate contact lenses, or chew gum in the lab. \_\_\_\_\_
6. Keep work areas tidy. Keep aisles and exits clear, and move backpacks, jackets, and other personal items out of the way of lab work. \_\_\_\_\_

## Personal Safety

1. Wear approved eye protection properly **at all times** 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. \_\_\_\_\_
4. Report all accidents, spills, or injuries to the instructor immediately. \_\_\_\_\_
5. Know how to use all classroom safety equipment and its location. \_\_\_\_\_
6. Know the location of the nearest exit. \_\_\_\_\_
7. Wash hands thoroughly with soap and water after handling any laboratory materials. \_\_\_\_\_

## 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. Read the label on the bottles carefully before using chemicals. Be sure you're using the correct chemical at the correct concentration before removing it from the bottle. \_\_\_\_\_
3. Do not remove chemicals, specimens, equipment, or other supplies from the lab. \_\_\_\_\_
4. Follow proper procedures when operating a burner or heat source. Always turn the device off when not in use. \_\_\_\_\_
5. 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. \_\_\_\_\_
6. Dispose of all waste materials only as directed by the instructor. \_\_\_\_\_

## 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. Inform your teacher of any injuries, illness, or other accidents that occur during dissection. \_\_\_\_\_
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. \_\_\_\_\_

*(Continued on the next page)*

# Student Biology Laboratory Safety Agreement (continued)

- 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. \_\_\_\_\_
- Properly dispose of dissected materials. \_\_\_\_\_
- Store specimens as directed by your teacher. \_\_\_\_\_
- Clean up the work area once the dissection is complete. Wash and dry dissecting tools, and return all supplies to their proper place. \_\_\_\_\_
- Wash your hands thoroughly with soap and warm water once clean-up is finished. \_\_\_\_\_

## Microscope Care and Safety

- Plug your microscope into an appropriate 120-V outlet. Turn on the microscope's power supply. \_\_\_\_\_
- Rotate the 4× objective lens into place, perpendicular to the microscope stage. Always start with the lowest power (shortest) objective lens. \_\_\_\_\_
- Carefully and securely place a slide on the stage, beneath the spring-loaded clips or the holder on a mechanical stage, centering the specimen over the hole in the stage. \_\_\_\_\_
- Adjust the disc or iris diaphragm, located just under the stage, so that the maximum aperture (the largest opening) is aligned with the opening in the stage. \_\_\_\_\_
- While looking through the eyepiece and using the course-focus adjustment, **slowly** move the stage/specimen **away** from the objective until the image is clear. \_\_\_\_\_
- Rotate the 10× objective into place. While looking through the eyepiece and using the smaller, fine-focus adjustment, clearly focus the enlarged image. \_\_\_\_\_
- Rotate the 40× objective into place and repeat the steps taken for the previous increase in magnification. \_\_\_\_\_
- The proper procedure for looking through a microscope is to keep both eyes open. This requires some practice but reduces eyestrain during long-term use. \_\_\_\_\_
- When finished, turn the power supply off and let the bulb cool. \_\_\_\_\_
- Using lens paper, gently clean the lenses. \_\_\_\_\_
- Remove the cord from the socket by holding the plug, not pulling on the cord. \_\_\_\_\_
- Replace the dust cover and return the microscope to the designated area using both hands. You should have one hand gripping the arm and the other under the base. \_\_\_\_\_

Do you have allergies or other medical conditions that your instructor should be aware of?

Yes

No

If yes, please describe.

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*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.*

Student

Date

Parent/Guardian

Date