

SAFETY CONTRACT: Organic Laboratory

University of West Georgia

As a student, I will adhere to the following safety rules:

1. I will follow all general and specific instructions given by the instructor for a lab activity.
2. I will study my assignment. If I am in doubt about any procedure, I will ask the instructor or one of the laboratory assistants for help.
3. I will not perform activities that are unauthorized, nor will I engage in inappropriate behavior while I am in the laboratory. I will work at the station assigned to me.
4. I will dress sensibly and appropriately for lab. I will avoid long, loose sleeves, dangling ear rings and other large items of jewelry, and clothing that interferes with movement. I will not work in the laboratory with bare feet, open-toed shoes, or high heels.
5. I will wear protective eyewear (safety glasses or goggles) throughout the entire period that I am in the laboratory. Not doing so might result in my expulsion from the laboratory for the entire lab period.
6. I will use the safety equipment provided when needed. I will become familiar with the locations of the fire extinguisher, the safety shower, the eye wash, and the first aid kit.
7. I will immediately report to the instructor any accident, injury, incorrect procedure, or damaged equipment.
8. I will not dispose of any hazardous chemical down the sink. If I am not sure of how to dispose of any chemical, I WILL ASK MY INSTRUCTOR! I will place broken glass, TLC micro-pipettes and melting point tubes in the white and blue glass disposal boxes, but I will not put anything else in it. Waste chemicals will be placed in designated containers inside the hoods, which are to be closed at any time when not in use. Also I will not fill that container more than two inches from the neck. If the container is full, I will inform my instructor who will provide a new one. Needles will be disposed of in a special (red) container. I will *never* place any chemical substance into my mouth during any lab activity, nor will I use mouth suction for pipetting.
9. I will not bring into the laboratory any food, drink, chewing gum, or tobacco products, except for what may be stored in book bags.
11. I will take all reasonable precautions to keep my hair well out of the way of my work area.
12. I will follow good housekeeping and good safety procedures in cleaning spills, screwing caps on containers, and replacing materials that are for general use. When getting liquids from the stock solutions, in order to avoid cross-contamination, I will make sure I use the pipette provided on the side of the bottle and I will return it to its container. If I have any doubt, I will ask the instructor to provide a new one.
13. Upon completion of any lab work, I will make sure that the water and vacuum at my workstation are turned off and that any electrical apparatus I have been using is unplugged.
14. I will wash my hands thoroughly immediately after leaving the laboratory, even if I wore gloves.
15. I will report the loss or breakage of any materials, or any damage of any instrument immediately. First to my instructor, then to the Laboratory Coordinator (Dr. Anne Gaquere).
16. When using a thermometer, I will ALWAYS make sure that it is clamped securely or hold it. I will NEVER leave it standing unsecured in a flask as it may fall and break releasing mercury. If a thermometer does break, I will notify the instructor immediately.
17. I will make sure that my drawer is up-to-date and I will not put in it what is considered shared material (non-personal goggles, tubes racks...) and I will not keep more pieces of glassware than I am entitled to.

Printed Name

Signature

Date