Student Safety Code of Conduct: AP Biology

Please read the following general safety precautions for our class. No, there will not be a quiz over this, but you need to know it so you can be safe!

Biology is a hands-on laboratory class. You will be doing many laboratory activities that require the use of hazardous chemicals. Safety in the biology classroom is the number one priority for students, teachers, and parents. To ensure a safe biology classroom, a list of rules has been developed and provided to you in this student safety code of conduct. These rules must be followed at all times. The Safety Code of Conduct must be read by you and before you can participate in the laboratory.

General Guidelines

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.
3. Never work alone. No student may work in the laboratory without an instructor present.
4. When first entering the biology room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
5. Do not eat food, drink beverages, or chew gum in the laboratory.
6. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures. Unauthorized experiments are prohibited.
7. Never fool around in the lab. Horseplay, practical jokes, and pranks are dangerous and prohibited.
8. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets to the work area. Other materials (books, purses, backpacks, etc.) should be stored in the classroom area.
9. Know the locations and operating procedures of all safety equipment including: first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are.
10. Be alert and use caution at all times. Tell the instructor immediately if unsafe conditions exist.
11. Dispose of all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water and those solutions designated by the instructor. Solid chemicals, metals, matches, filter paper, paper towels and all other insoluble materials are to be disposed of in the proper waste containers, not in the sink. Check the label of all waste containers twice before adding your waste.
12. Labels and equipment instructions must be read carefully before use. Set up and use the prescribed apparatus as directed in the laboratory instructions or by your instructor.
13. Keep hands away from face, eyes, mouth and body while using chemicals. **Wash your hands with soap and water after performing all experiments.** Clean, rinse, and wipe dry all work surfaces and apparatus at the end of the experiment.
14. Experiments must be personally monitored at all times. You will be assigned a lab station at which to work. Do not wander around the room, distract others, or interfere with the experiments of others.
15. Students are not permitted in storage rooms/prep areas unless given permission by their instructor.
16. Know what to do if there is a fire drill during a laboratory period; containers must be closed, gas valves turned off, fume hoods turned off, and any electrical equipment turned off.

Clothing

17. **Any time chemicals, heat, or glassware are used, students will wear laboratory glasses/goggles. There will be no exceptions to this rule!**
18. Contact lenses should not be worn in the lab unless you have permission from your instructor.

19. Dress properly during a laboratory activity. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes should completely cover the foot.
20. Lab aprons have been provided for your use and should be worn during laboratory activities.

Accidents and Injuries
21. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
22. If a substance gets on your skin, rinse immediately with cool water and alert your instructor. If a chemical should splash in your eye(s), immediately flush with running water from the eyewash station for at least 20 minutes. Notify the instructor immediately.

Handling Chemicals
23. All chemicals in the laboratory are to be considered dangerous. Do not touch, taste, or smell any chemicals unless specifically instructed to do so. The proper technique for smelling chemical fumes will be demonstrated.
24. Check the label on chemical bottles twice before using any of the contents. Take only what is needed
25. Never return unused chemicals to their original containers.
26. Never use mouth suction to fill a pipette. Use a rubber bulb or pipette pump.
27. When transferring reagents from one container to another, hold the container away from your body.
28. Acids must be handled with extreme care. You will be shown the proper method for diluting strong acids. **Always add acid to water**, swirl or stir the solution and be careful of the heat produced.
29. Never remove chemicals or other materials from the laboratory area.
30. Hold acids and other chemicals securely and walk carefully from one part of the laboratory to another.

Handling Glassware and Equipment
31. Never handle broken glass with your bare hands. Use a brush and dustpan to clean up broken glass. Place broken or waste glassware in the **designated broken glass container**.
32. Examine glassware before each use. Never use chipped, cracked or dirty glassware.
33. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug, or outlet. Keep electrical cords away from areas where the cords can tip over laboratory equipment.
34. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires, and loose connections. Do not use damaged electrical equipment.
35. If you do not understand how to use a piece of equipment, ask the instructor for help.
36. Do not immerse hot glassware in cold water; it may shatter.

Heating Substances
37. Exercise extreme caution when using a gas burner. Take care that hair, clothing and hands are a safe distance from the flame at all times. Do not put any substance into the flame unless specifically instructed to do so. Never reach over an exposed flame. Light burners only as instructed by the teacher.
38. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.
39. You will be instructed in the proper method of heating and boiling liquids in glassware. . Never look into a container that is being heated.
40. Heated metals/glass remain very hot for a long time. They should be set aside to cool. Use tongs or heat-protective gloves if necessary. Allow plenty of time for hot apparatus to cool before touching it. Determine if an object is hot by bringing the back of your hand close to it prior to grasping it.