

UAH Student Laboratory Safety Agreement

Student Name: _____

Instructor Name: _____

Department: _____ Course Number: _____

This safety contract states the laboratory safety rules that are to be adhered to by everyone working in a UAH laboratory. Two copies should be signed and one returned to the TA, the other to be used by the student and a safety guide and should be present in their lab notebook at all times.

General Rules

1. Students are required to practice disciplined and responsible conduct at all times when present in the laboratory. Disorderly, disruptive, and/or careless behavior is not permitted at any time.
2. Thoroughly read all experiment procedures before your lab session. Pre-lab reading assignments are to be completed prior to entering the laboratory.
3. Eating and/or drinking in UAH laboratories is prohibited.
4. All personal items, including cell phones, must be stored in designated areas away from the lab bench.
5. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times, and aisles should be kept clear.
6. All written and verbal instructions are to be followed carefully. If you do not understand a direction or part of a procedure, ask the TA or the supervising figure before proceeding.
7. Students are not allowed in labs unsupervised. Individuals not participating in the course are not allowed in the lab without prior approval.
8. The only experiments permitted to be conducted in the lab are the ones authorized by the course instructor and supervised by a TA.
9. Chemicals and equipment may NOT be removed from the laboratory under any circumstance. Authorization / supervision by the Principal Investigator or Professor responsible for the lab is required to remove any item from the lab.
10. Fume hood sashes must be closed when not in use. Fume hood sashes are not to be opened beyond the 18" mark when in use. Never stick your head into the fume hood.
11. Each student must execute experiments only in the work space designated to them and personally monitor their experiments in progress. Do not move the equipment/glassware for personal preference unless approved.
12. Hands and pens/pencils are to be kept away from the face, eyes, and mouth while using chemicals or equipment. Hands are to be washed with soap and water after performing any experiments, especially before going to the restroom or leaving the lab for any reason.
13. All work surfaces and equipment must be cleaned by the student at the end of each experiment. Inventory and return of all equipment and glassware to the proper location is required. Broken or missing items must be replaced through the Stockroom.
14. All chemical waste must be collected in designated, labelled beakers during an experiment. At the end of the experiment, all waste will be disposed of by a TA or the Stockroom Manager.

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15. Students are NOT permitted to pour anything down laboratory sinks at any time. Any non-hazardous waste should be handled according to a TA or the Stockroom Manager's direction.

Personal Protective Equipment

17. Approved safety glasses MUST be worn at all times when in the lab.
18. Contact lenses *should* be replaced with prescription glasses if possible.
19. Dress properly for the lab. Clothing must cover the body from the shoulders to the toes. Lab coats are mandatory.
 - NO bare midriffs or ankles
 - NO tank tops or low-cut tops.
 - NO shorts, skirts, or excessively cropped pants.
 - Shoes must be closed-toed and completely cover the heel and the top of the foot. NO sandals.
20. Long hair, hanging items (jewelry, jacket strings, etc.) and loose or baggy clothes must be secured.
21. Disposable gloves must be worn when indicated and must be removed before leaving the lab. Do not handle personal items such as pens or cell phones with the gloves on.

Handling Chemicals

22. All chemicals in the lab are to be considered dangerous and used with caution. Chemicals are NOT to be touched, tasted, or smelled. Only the "wafting" method of smelling chemicals should be practiced (if needed) after undergoing proper demonstration by the TA.
23. The label on the reagent or chemical bottle must be checked thoroughly prior to use or transfer.
24. Only the directed amount of a chemical should be used or transferred. Students are not permitted to pour chemicals back into their original container.
25. Students are NOT permitted to add chemical waste to any container other than the labelled bottles indicated by a TA. If you are unsure of where to place your chemical waste, ask a TA.
26. All reagent bottles and waste containers must be capped when not in use. Reagent bottles must not be removed from their designated dispensing area.
27. Flammable solvents must not be used anywhere near a flame.
28. Acids must be handled with care and as directed by the TA. Always ADD ACID to water, not water to acid.
29. Use caution when transporting chemicals from one part of the lab to another.
30. Any spills must be reported to the TA immediately

Handling Glassware and Equipment

31. Never handle broken glass with your bare hands. Use the dust pan and broom provided to clean up broken glass. Place the broken glass in the designated broken glass box.
32. Examine glassware before each use. Never use chipped, cracked, or dirty glassware.
33. Fill wash bottles with distilled water ONLY and use it only as intended. Label the wash bottle before adding distilled water.

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34. Unplug hotplates when not in use. Remove electrical cords from a socket by grasping the plug, not the cord.
35. Report damaged electrical equipment immediately. Do not use a piece of equipment until its proper use is demonstrated by a TA.

Accidents and Injuries

36. Report any accident (spill, broken glass, etc.) or injury to a TA immediately, no matter how trivial.
37. Report any smoke or fires to a TA immediately.
38. If a chemical splashes in your eyes or on your skin, immediately flush with running water from the eyewash station or safety shower for at least 15 minutes. Notify a TA immediately.
39. Know the location of the following safety equipment:
 - Fire extinguisher
 - Safety Shower
 - Eye wash station
 - First Aid Kit
 - Chemical Spill Kit

Emergency Procedures

If a fire alarm occurs while you are working in the laboratory, immediately turn off any Bunsen burners or hotplates you are using and leave the building by the shortest route as designated by your TA. DO NOT use the elevators. Proceed to the assembly area with your TA – you must remain with your TA until you have been dismissed by supervising personnel.

In the event of a serious injury or illness, immediately turn off any burners or hotplates and evacuate to the hallway until supervising personnel give you additional instructions. DO NOT leave until you have been dismissed by supervising personnel.

Statement of Agreement

I have read and agree to follow the safety rules set forth in the Student Lab Safety Agreement. I realize that I must obey these rules in order to ensure my own safety, as well as the safety of others. I am aware that any violations of the agreement can result in my removal from the laboratory and loss of credit for the experiment. I also understand that I can be held financially responsible for the laboratory equipment used in this course if I break or destroy an item due to carelessness, neglect, or misuse.

Student Signature: _____

Date: _____