

Keep this page in your binder.

Forensic Science Student Safety Contract

PURPOSE

Forensic Science is a hands-on laboratory class. You will be doing many laboratory activities that require the use of hazardous chemicals and potentially dangerous equipment. Safety in the Forensic science lab/classroom is the #1 priority for students, teachers, and parents. To ensure a safe classroom, a list of rules has been developed and provided to you in this student safety contract. These rules must be followed at all times. It must be read and signed by both you and a parent or guardian before you can participate in the laboratory.

TOP TEN "COMMON SENSE" GUIDELINES

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, safety shower, fire extinguisher, and fire blanket. Know where the fire alarm and the exits are located
3. Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
4. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
5. Do not eat food, drink beverages, or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
6. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets, and/or reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored in the classroom area.
7. 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 must completely cover the foot. No sandals allowed.
8. Any time chemicals, heat, or glassware are used, students will wear laboratory goggles/ safety glasses. There will be no exceptions to this rule!
9. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
10. If you do not understand how to use a piece of equipment, ask the instructor for help.

GENERAL SAFETY GUIDELINES

11. Follow all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.
12. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
13. When first entering a science room, do not touch any equipment, chemicals, or other materials in the laboratory area until you are instructed to do so.
14. Never work alone. No student may work in the laboratory without an instructor present.
15. Keep aisles clear. Push your chair under the desk when not in use.
16. Always work in a well-ventilated area. Use the fume hood when working with volatile substances or poisonous vapors. Never place your head into the fume hood.
17. 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, 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 chemical waste to the container.

18. 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.
19. Keep hands away from face, eyes, mouth and body while using chemicals or preserved specimens. Wash your hands with soap and water after performing all experiments. Clean (with detergent), rinse, and wipe dry all work surfaces (including the sink) and apparatus at the end of the experiment. Return all equipment clean and in working order to the proper storage area.
20. Experiments must be personally monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.
21. Students are never permitted in the science storage rooms or preparation areas unless given specific permission by their instructor.
22. Know what to do if there is a fire drill during a laboratory period; containers must be closed, fume hoods turned off, and any electrical equipment turned off.
23. When using knives and other sharp instruments, always carry with tips and points pointing down and away from your body. Never cut towards your body. Never try to catch falling sharp instruments. Grasp sharp instruments only by the handles.

CLOTHING GUIDELINES

24. Contact lenses should not be worn in the laboratory unless you have permission from your instructor.
25. Lab aprons have been provided for your use and should be worn during laboratory activities.

GUIDELINES FOR HANDLING ACCIDENTS AND INJURIES

26. If you or your lab partner is hurt, immediately yell out "Code one, Code one" to get the instructor's attention.
27. If a chemical should splash in your eye(s) or on your skin, immediately flush with running water from the eye-wash station or safety shower for at least 20 minutes. Notify the instructor immediately.

GUIDELINES FOR HANDLING CHEMICALS

28. 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 to you.
29. Check the label on chemical bottles twice before removing any of the contents. Take only as much chemical as you need.
30. Never remove chemicals or other materials from the laboratory area.

GUIDELINES FOR 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 glass disposal container.
32. 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.

GUIDELINES FOR HEATING SUBSTANCES

33. Exercise extreme caution when using a gas or electric burner. Take care that hair, clothing, and hands are a safe distance from the flame heating element at all times. Do not put any substance into the flame or near the heating element unless specifically instructed to do so. Never reach over an exposed flame. Light gas (or alcohol) burners only as instructed by the teacher.
34. Never leave a lit burner unattended. Never leave anything that is being heated or is visibly reacting unattended. Always turn the burner or hot plate off when not in use.
35. You will be instructed in the proper method of heating and boiling liquids in test tubes. Do not point the open end of a test tube being heated at you or anyone else.

Return this page to your instructor for filing.

Forensic Science Student Safety Contract

Student Name: (print) _____ Class Period: ____ Date: _____

This is to certify that I, _____, have been instructed in, and understand, the following safety components of this science class.

Safety Guidelines

- TOP TEN "COMMON SENSE" GUIDELINES _____
- GENERAL SAFETY GUIDELINES _____
- CLOTHING GUIDELINES _____
- GUIDELINES FOR HANDLING ACCIDENTS AND INJURIES _____
- GUIDELINES FOR HANDLING CHEMICALS _____
- GUIDELINES FOR HANDLING GLASSWARE AND EQUIPMENT _____
- GUIDELINES FOR HEATING SUBSTANCES _____

Location and Proper use of the following Safety Equipment.

- Fire extinguisher _____
- Fire blanket _____
- Eye protective devices (goggles, face shields) _____
- Eyewash _____
- Drench shower _____
- Material Safety Data Sheets (MSDS) _____
- Master shut-off for gas, electricity and water _____
- Heat sources (gas burner, hot plate, microwave oven, etc.) _____
- First-aid kit _____
- Electrical equipment _____
- Emergency telephone listing & location _____
- Emergency evacuation drills _____
- Fume Hood _____

Safety procedures for the following situations:

- Fire _____
- Chemical splash to the body _____
- Eye emergency _____
- Chemical spill _____
- Injury involving blood _____

Other Concerns

- Do you wear contact lenses? YES _____ NO _____
- Are you color blind? YES _____ NO _____
- Do you have allergies? YES _____ NO _____
- If yes, list specific allergies. _____

Response to Student Violations of Rules

- First Offense Verbal warning from teacher; record is kept of the infraction
- Second Offense Review of rule involved; parents and student sign agreement that the rule is understood and will be followed; Suspension from next lab activity -Plan B Alternative Assignment
- Third Offense Lab Detention – Lab Clean during Break; Suspension from next lab activity -Plan B Alternative Assignment; conference with parents, teacher, principal
- Fourth Offense Lab suspension for the remainder of the year.

NAME _____

DATE _____

CLASS PERIOD _____

AGREEMENT

I, _____, (student's name) have read and agree to follow all of the safety rules set forth in this contract. I realize that I must obey these rules to insure my own safety, and that of my fellow students and instructors. I will cooperate to the fullest extent with my instructor and fellow students to maintain a safe lab environment. I will also closely follow the oral and written instructions provided by the instructor. I am aware that any violation of this safety contract that results in unsafe conduct in the laboratory or misbehavior on my part, may result in being removed from the laboratory, detention, receiving a failing grade, and/or dismissal from the course. I also understand that photographic and digital images of me participating in these activities may be used for education.

Student Signature _____

Date _____

Dear Parent or Guardian:

We feel that you should be informed regarding the school's effort to create and maintain a safe science classroom/laboratory environment.

With the cooperation of the instructors, parents, and students, a safety instruction program can eliminate, prevent, and correct possible hazards.

You should be aware of the safety instructions your son/daughter will receive before engaging in any laboratory work. Please read the list of safety rules above. No student will be permitted to perform laboratory activities unless this contract is signed by both the student and parent/guardian and is on file with the teacher.

Your signature on this contract indicates that you have read this Student Safety Contract, are aware of the measures taken to insure the safety of your son/daughter in the science laboratory, and will instruct your son/daughter to uphold his/her agreement to follow these rules and procedures in the laboratory. You also agree that photographic and digital images of your son/daughter participating in these activities may be used for education.

Parent/Guardian Signature _____

Date _____

***** do not write below *****

Date	Student Action	Consequence

Comment: