

## LAB USAGE POLICY

**“Practice safety regulations to avoid accidents”**

### **Some Do's**

- Do maintain discipline and silence inside the laboratory
- Wear cotton lab coats
- Protect your eyes from reagent splashes and fumes
- Handle glasswares and corrosive substances with care
- Avoid inhaling gases / organic solvents
- In case of contact with a chemical reagent, wash the affected area promptly with water
- Also wash with a solution of sodium bicarbonate in case of acid burns
- Follow prescribed methods for heating and mixing
- Report to class teacher immediately in case of any burn / spill
- Turn off the gas cylinder when not in use

### **Some Don't's**

- Do not eat and drink in the laboratory
- Do not pipette by mouth
- Do not place your hands inside an electrical instrument when the current is on
- Do not throw water in case of electric fire

Sd/- Mrs. G. Priscilla Sweetlin

Signature of HOD

The following precautionary measures will always be followed in the Science Laboratory by the Science Teachers and Laboratory Assistant →The Laboratory shall always be locked when not in use→All sorts of mess shall be cleaned immediately after usage of the Laboratory→

Teacher shall always accompany learners visiting the Laboratory. Under no circumstance shall learners be allowed to be in the Laboratory without the teacher.→

Teacher shall arrange with the Laboratory Assistant day before the visit→

Teacher sending their learners to the science lab must accompany them→Learners shall perform experiments under strict supervision of the teacher→

Any form of injury should be reported immediately to the School Clinic and the office of the Principal/Vice Principal→

No label (either on the apparatus or cupboards) shall be removed→No rehearsal of any kind in the Laboratory→Charts must be utilized in the Laboratory only.

Teacher should not remove charts from the laboratory→

No chemicals, apparatus etc.should be taken to classrooms.→

The Laboratory Time table shall be observed by all science teachers.→

Touching and/or tasting chemicals is strictly prohibited→

All apparatus including scales and microscope shall only be utilized in the Laboratory under strict supervision of an educator.→

Some chemicals are flammable when come into contact with oxygen.

Opening chemical bottles is therefore a hazardous activity which must only be done by the teacher after thorough reading of directions and instructions for use.→

Movement should be minimized in the Laboratory→

Broken articles should not be touched by any learner.→

The teacher in charge of the period shall carry full responsibility of anything happening to learners in the Laboratory.→

No students are allowed to do experiments in the absence of teacher.

Safety Rules for students in the Science Laboratory →

Student conduct should be in a responsible manner at all times in the laboratory.→

Follow all written and verbal instructions carefully. If you do not understand or a part of procedure,

ASK YOUR TEACHER BEFORE PROCEEDING WITH THE ACTIVITY.→

Never work alone in the laboratory. No student may work in the science lab without the presence of the teacher.→

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.→

Do not eat food, drink beverages or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.

Be alert and proceed with caution at all times in the laboratory. Notify the teacher immediately of any unsafe conditions you observe.→

Dispose off all chemical waste properly. Never mix chemicals in sink drains. Sinks are to be used only for water. Check with your teacher for disposal of chemicals and solutions.→

Keep hands away from face , eyes, mouth and body while using chemicals or lab equipment. Wash your hands with soap and water after performing all experiments.→

A labcoat should be worn during laboratory experiments.→Learn where the safety equipment is located and how to use it.

Keep your work area and the science laboratory clean. Bring only your laboratory manual, worksheet and writing instrument to the work area.→

Long hair, dangling jewellery and loose or baggy clothing are a hazard in the laboratory.→If a chemical splash in your eyes or on your skin , immediately flush with running water for at least 10 minutes. Immediately report to the teacher and the lab incharge