



SHARJAH INDIAN SCHOOL

OUR VISION
EDUCATE ENLIGHTEN EMPOWER

**OUR MISSION IS TO MOULD
THINKERS, PLANNERS, READERS, LEARNERS AND ACHIEVERS**

SCIENCE LABORATORY POLICY



POLICY OVERVIEW

This policy outlines the procedures and guidelines for the safe and effective functioning of the science laboratory.

Key Functions:

- Ensure safety during practical experiments.
- Maintain laboratory equipment and facilities.
- Regulate proper use of lab materials and chemicals.

Policy Status:

Active and mandatory for all users of the science lab.

Audience:

- Students
- Teaching and laboratory staff

Ownership and Implementation:

The **Head of the Science Department (HOD)**, in collaboration with **science teachers** and the **laboratory in-charge**, is responsible for enforcing this policy.

Issued For:

- Students
- Staff

Date of Review:

- Last reviewed: **April 2024**
- Next review: **March 2025**

Lead Professional:

Principal – Oversees the enforcement of the policy.

DAILY OPERATIONS OF THE SCIENCE LABORATORY

- **Highly Recommended Practices:** Follow safety protocols and ensure supervised use of laboratory resources.
- **Supervision:** Students must always be accompanied by a teacher when using the laboratory.

OBJECTIVES OF LABORATORY SAFETY

Students will understand the importance of laboratory safety policies, identify potential hazards in a lab environment, and develop a personal safety plan for conducting experiments.

Materials Needed:

- Laboratory Safety Handbook
- Safety Data Sheets (SDS) for various chemicals
- Personal Protective Equipment (PPE) – goggles, gloves, lab coats
- Whiteboard and markers
- Paper and pens for notes
- Sample lab scenarios (provided)
- Reflection question handouts

Laboratory Rules and Precautionary Measures

- The laboratory must be locked when not in use.
- Clean up all spills and messes immediately.
- Students may only enter the lab under teacher supervision.
- Teachers must coordinate lab visits with the laboratory supervisor in advance.
- Experiments should be conducted under strict teacher supervision.
- Report any injury to the Principal's office and medical room immediately.
- Labels on apparatus and cupboards must not be removed.
- Laboratory charts are for in-lab use only.
- No chemicals or lab equipment should be removed from the laboratory.
- The laboratory timetable must be followed by all science teachers.
- Touching or tasting chemicals is strictly prohibited.
- Use of scales, microscopes, and other apparatus should be supervised.
- Handling flammable chemicals requires extra care and must be done by teachers.
- The fume hood must be used when working with volatile substances.
- Minimize movement in the laboratory to avoid accidents.
- Broken glass or equipment should not be touched by students.
- The teacher in charge is responsible for student safety during lab activities.



Student Safety Rules in the Science Laboratory:

1. Conduct yourself responsibly at all times.
2. Follow all written and verbal instructions. If in doubt, ask the teacher before proceeding.
3. Never work in the lab alone or without a teacher's supervision.
4. Do not handle any equipment, chemicals, or materials until instructed.
5. Eating, drinking, or chewing gum is prohibited in the lab.
6. Notify the teacher of any unsafe conditions immediately.
7. Dispose off chemical waste properly; sinks should only be used for water.
8. Keep hands away from face and body when using chemicals. Wash hands thoroughly after experiments.
9. Wear appropriate safety gear such as lab coats, gloves, and goggles.
10. Keep the lab clean and bring only necessary materials to the workspace.
11. Tie back long hair, and avoid wearing loose clothing or jewelry.
12. Inform the teacher if you wear contact lenses.
13. In case of chemical exposure, flush with water for 10 minutes and report to the teacher immediately.

