

# <u>POLICY OVERVIEW</u>

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 2024Next review: March 2025

### Lead Professional:

**Principal** – Oversees the enforcement of the policy.

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## 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**

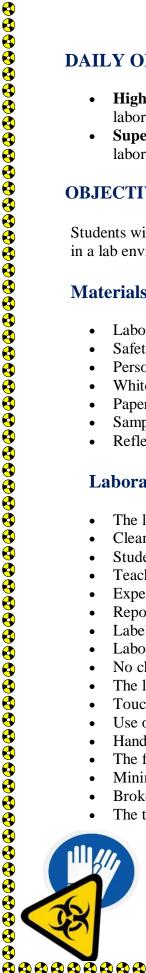
Students will understand the importance of laboratory safety policies, identify potential hazards in a lab environment, and develop a personal safety plan for conducting experiments.

## **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.

