

RETURN THIS COPY

NAME (print) _____ SEMESTER _____ YEAR _____

COURSE NO. _____ SECTION NO. _____ PROFESSOR _____

STUDENT SAFETY IN CHEMISTRY LABORATORIES

JOHN CARROLL UNIVERSITY

To the student: You are required to read, understand, and implement the safety policies summarized below. You are to return a signed copy of this to your laboratory instructor. Your signature indicates that you agree to abide by these precautions while you are in the laboratory. You are not allowed to work in this laboratory without signing this form.

- No Food or Drink is permitted to be consumed in the laboratory. It is advised that all food or drink be stored at the lab entrance, away from the work areas.
- Follow all safety precautions indicated in your laboratory manual or laboratory handouts.
- Read all instructions carefully and thoroughly plan your work.
- Correctly wear **chemical splash** goggles at all times you are in the laboratory. These must meet ANSI standard Z87.1-1989 and departmental standards and are available from the stockroom during regular business hours. This is required by state and federal law.
- **For your own protection** - Wear clothing and shoes in the lab that protect your body from chemical spills (Open-toed shoes, sandals, shorts and short dresses, etc. are not allowed). Tie back long hair.
- Work in the laboratory only while your instructor is present.
- Do not perform unauthorized experiments or tests.
- Maintain lab drawers in their assigned positions unless prior instructor approval has been obtained.
- Complete your work in the assigned period. In the rare case where it is necessary to complete the work in another period, permission from the instructors involved is required.
- Clean your lab work area before leaving lab.
- Check out of lab during the assigned period.
- Do not use radios or similar equipment in the lab, with or without headsets. Important safety instructions might not be audible over loud music.
- Maintain a lab notebook. Suitable notebooks are available from the stockroom during regular business hours.
- Learn emergency procedures and know the locations of the nearest eye wash, safety shower, fire extinguisher and emergency exit.
- Call an instructor **immediately** for assistance if you are injured or if an accident or fire occurs.
- Do not attempt to fight a fire by yourself.
- Carefully **read all labels** on chemical bottles carefully for important safety information. Many chemical have similar names but react differently. The wrong chemical could ruin your experiment.
- Never return excess chemicals to the stock bottles, so take only what you need.
- When mixing or heating chemicals in a test tube, point the test tube away from yourself and others.
- Do not use Bunsen burners or other sources of spark or flame in the vicinity of highly flammable liquids. Note that many organic solvents are extremely flammable.

- When mixing acid and water, always add the acid to the water, not vice-versa.
- Immediately cover all spills with appropriate cleanup material. Notify your instructor.
- Dispose of chemicals as directed by your instructor. Do not put anything down the sink unless told to do so.
- **Do not place any chemical in a waste bottle without verifying that the chemical is listed on the waste bottle's label.** If it is not listed, check with an instructor before adding a name to the label.

This department recommends that students of reproductive age discuss the course content and reagents with their physician. This is particularly important for women who have recently conceived or are anticipating conception, and for students concerned about reproductive toxins. In the case of certain labs, the use of mutagenic and teratogenic chemicals is required. Mutagens are substances that can cause a change or mutation in the genetic material of a living cell. Teratogens can cause injury or deformity in unborn children after absorption of the substance by the pregnant mother. Information on reproductive toxins in use in specific labs can be obtained from the instructor in charge of the lab.

In accordance with federal law, if you have a documented disability, you may be eligible to request accommodations from the Office of Services for Students with Disabilities (SSD). Please contact Allison West (Director, Services for Students with Disabilities), at (216) 397-4967 or come to the office located in room 7A, in the Garden Level of the Administration Building. Please keep in mind that accommodations are not retroactive so it is best to register at your earliest convenience.

- ✓ I have carefully read and understood all of the safety policies contained on this sheet.
- ✓ I will read and understand all safety precautions in the lab manual and handouts for this course.
- ✓ I recognize that it is my responsibility to obey all safety policies and precautions faithfully.
- ✓ I realize that my failure to follow these policies or precautions may result in penalties assessed by the instructor, including expulsion from a particular lab period and possibly for the remainder of the course. Penalties for noncompliance are stated in course handouts, primarily the syllabus.
- ✓ I realize that all chemicals are potentially dangerous; therefore I will exercise care in handling them. If I am unsure of the potential hazards of any chemical, I will discuss this with my instructor and consult the Safety Data Sheet for that chemical.
- ✓ If I have a medical condition which may cause a safety concern for myself or others, or which may be aggravated by contact with chemicals, it is recommended that I discuss this with my physician. I understand that it is also recommended that I register with the office of Services for Students with Disabilities at the beginning of the semester, or as soon as I am aware of the existence of the condition so that reasonable accommodations can be discussed.
- ✓ **I FURTHER UNDERSTAND THAT I AM PERMITTED TO WORK IN THE LABORATORY ONLY WHEN IT IS UNDER THE SUPERVISION OF A LABORATORY INSTRUCTOR.**

Sign both copies. Retain one copy in your lab notebook. Your lab instructor will collect the top, signed, copy. Your instructor will also collect your personal information card at this time. The card will be kept on file by your instructor and the signed copy of this form will be kept on file in the departmental office.

Signature _____ Date _____

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