



- 7. NEVER work alone in the lab.** Work in the lab only when supervised by your teacher. Do not leave equipment unattended while it is in operation.
- 8. Perform only activities specifically assigned by your teacher.** Do not attempt any procedure without your teacher's direction. Use only materials and equipment listed in the activity or authorized by your teacher. Steps in a procedure should be performed only as described in the activity or as approved by your teacher.
- 9. Keep your work area neat and uncluttered.** Have only books and other materials that are needed to conduct the activity in the lab. Keep backpacks, purses, and other items in your desk, locker, or other designated storage areas.
- 10. Always heed safety symbols and cautions listed in activities, listed on handouts, posted in the room, provided on chemical labels, and given verbally by your teacher.** Be aware of the potential hazards of the required materials and procedures, and follow all precautions indicated.
- 11. Be alert, and walk with care in the lab.** Be aware of others near you and your equipment.
- 12. Do not take food, drinks, chewing gum, or tobacco products into the lab.** Do not store or eat food in the lab.
- 13. Use extreme caution when working with hot plates and other heating devices.** Keep your head, hands, hair, and clothing away from the flame or heating area. Remember that metal surfaces connected to the heated area will become hot by conduction. Use tongs when heating containers and never hold or touch them. Gas burners should be lit only with a spark lighter, not with

matches. Make sure that all heating devices and gas valves are turned off before you leave the lab. Never leave a heating device unattended when it is in use. Metal, ceramic, and glass items do not necessarily look hot when they are hot. Allow all items to cool before storing them.

- 14. Remember how easily glass can break and cause a serious cut.** Check the condition of any glassware before and after using it. Inform your teacher of any broken, chipped, or cracked glassware, because it should not be used. Never force glass tubing into rubber tubing, stoppers or wooden corks. To protect your hands, wear heavy cloth gloves or wrap toweling around the glass and the tubing, stopper, or cork, and gently push in the glass. Do not pick up broken glass with your bare hands. Dispose of broken glass in a specially designated disposal container.
- 15. Exercise caution when working with electrical equipment.** Do not use electrical equipment with frayed or twisted wires. Be sure that your hands are dry before using electrical equipment. Do not let electrical cords dangle from work stations. Dangling cords can cause you to trip and can cause an electrical shock. The area under and around electrical equipment should be dry; cords should not lie in puddles of spilled liquid.
- 16. Do not fool around in the lab.** Take your lab work seriously, and behave appropriately in the lab. Lab equipment and apparatus are not toys; never use lab time or equipment for anything other than the intended purpose. Be aware of the safety of your classmates as well as your safety at all times.

Working With Chemicals

- 17. NEVER taste chemicals or allow them to contact your skin.** Keep your hands away from your face and mouth, even if you are wearing gloves.
- 18. Do not inhale fumes directly.** When instructed to smell a substance, use your hand to wave the fumes toward your nose, and inhale gently.
- 19. Read chemical labels.** Follow the instructions and safety precautions stated on the labels.
- 20. If you are working with flammable liquids, use only small amounts.** Be sure no one else is using a lit Bunsen burner or is planning to use one when you are working with flammable liquids, because the fumes can ignite.