

I. Responsibilities

A Shared Responsibility for Safety

Safety is a shared responsibility. A safe laboratory program requires participation by administrators, teachers, students, and parents.

A. Administrators' Responsibilities

1. Provide a laboratory area for science activities that is functional and safe.
2. Provide for safety items and ensure that they are in good condition.
▶ See Chapter IV, Personal Safety Provisions.
3. Provide for regular inspections of the laboratory, and document inspection and maintenance of safety equipment.
▶ See Chapter VI, Safe Handling of Equipment.
4. Ensure that a chemical hygiene plan is developed for the school.
▶ See Chapter II.D.4, Federal Laws—Occupational Exposures to Hazardous Chemicals, and Appendix B, Chemical Hygiene Plan.
5. Ensure that only reagents included on the local school system's approved list of chemicals are used in the school laboratory with students.
▶ See Chapter VII.A.1, Selecting Reagent Chemicals.
6. Comply with federal Hazard Communications Standard (Right-to-Know Law).
▶ See Chapter II.D.2.b, Federal Laws—Hazard Communications Standard.
7. Ensure compliance with Maryland and Federal regulations for the disposal of excess laboratory reagents and laboratory waste.
▶ See Chapter VII.C, Chemical Waste Strategies.
8. Establish a school safety committee that includes students and has a regular meeting schedule. Charge the committee with implementing appropriate classroom safety practices.
9. Provide a class size appropriate to the laboratory and in keeping with recommendations of professional societies.
▶ See Chapter III.A, Class Size.
10. Ensure that all accidents are properly investigated and that, following each investigation, appropriate revisions in safety practices are made as necessary to correct conditions that may have contributed to the accident and to reduce the chances of recurrence.

TEACHERS ARE RESPONSIBLE FOR...

- **exercising good judgment in planning and conducting safe laboratory investigations.**
- **providing students instruction in safe laboratory procedures.**
- **providing supervision for all science activities.**
- **maintaining a written record of student safety instruction.**

B. Teachers' Responsibilities

1. Exercise good judgment in planning for and conducting student laboratory investigations.
 - a. Set a good example by observing all safety rules, wearing proper protective equipment, and being enthusiastic about safety.
 - b. Know the properties and hazards associated with each material used in a laboratory activity before the students carry out the procedure.
 - c. Ensure that all safety equipment is present in the laboratory and in good working condition.
 - ▶See Chapter III, Safety Concerns and Emergency Laboratory Equipment, and Chapter VI, Safe Handling of Equipment.
 - d. Provide eye protection and other necessary personal protective equipment for students and instruct students in the use of such equipment.
 - ▶See Chapter IV.A, Eye Protection Concerns.
 - e. Ensure that all containers are properly labeled with their contents and hazards.
 - ▶See Chapter VII.A.5, Labeling of Stored Reagent Chemicals.
 - f. Comply with procedures in the school chemical hygiene plan.
 - ▶See Chapter II.D.2.c, Federal Laws–Occupational Exposures to Hazardous Chemicals in Laboratories.
2. Provide student instruction in safe laboratory procedures in the classroom.
 - a. Provide comprehensive safety instruction for all students. Such instruction should include the location of all classroom safety equipment and safety procedures in a science classroom.
 - b. Have students sign a safety rules agreement.
 - ▶See Appendix A, Safety Rules Agreement.
 - c. Instruct students in the use of safety goggles and other appropriate personal protective equipment.
 - ▶See Chapter V, Safety Strategies in the Classroom.
 - d. Before each laboratory experiment, instruct students about the hazards associated with each laboratory reagent and activity.
3. Provide appropriate supervision for all classroom instruction, with special attention given to laboratory activities.
 - a. Make sure that all safety rules are obeyed.
 - ▶See Chapter V, Safety Strategies in the Classroom

- b. Maintain accountability for laboratory chemicals and materials before, during and after classroom activities.
 - c. Promptly clean up or direct the clean-up of spilled materials.
▶ See Chapter VII.B.3, Handling Chemicals–Spill Cleanup.
 - d. Dispose of laboratory wastes properly.
▶ See Chapter VII.C.3, Disposing of Waste.
 - e. Return laboratory reagents to a locked storeroom after use.
 - f. Report any accidents or unsafe conditions in writing to your department chairperson, principal, or other appropriate administrator.
4. Maintain a written record of –
 - a. student and parent notification of safe laboratory practices as outlined in the Safety Rules Agreement.
▶ See Appendix A, Safety Rules Agreement.
 - b. all student instruction in safe laboratory practices.
 - c. student infractions of the safety rules.
 - d. remedial measures taken to prevent further infractions.

C. Students' Responsibilities

1. Obey all safety rules and regulations and sign a safety rules agreement.
2. Know the location and use of all safety equipment in the laboratory.
3. Understand the experimental procedure before starting to work in the laboratory.
4. Be familiar with the properties and hazards of the laboratory reagents you are working with.
5. Never remove chemicals, other laboratory materials, or equipment from the science room.
6. Perform only those experiments and procedures authorized by the teacher.
7. Clean your work area immediately after use. Obey good housekeeping practices.
8. Report all accidents and injuries to the teacher immediately.

D. Parents' Responsibilities

1. Read the safety rules. Discuss these rules with your child. Sign the Safety Rules Agreement indicating that you have read and understand the rules.
2. Work with the teachers and administrators at your school to develop a strong safety program.