**Foundations of Engineering - Student Safety Contract for Laboratory Procedures**

Engineering is a hands-on laboratory class. You will be doing many laboratory activities that require the use of hazardous chemicals, electricity and objects that can potentially cause physical harm. Safety in the classroom is the #1 priority for students, teachers, and parents to ensure a safe science classroom. A list of rules has been developed and provided to you in this student safety contract. These rules must be followed at all times. These rules will be reviewed with you. You must agree with the rules by signing the AGREEMENT section before you will be allowed to participate in any engineering laboratory experience. Your parent or guardian must also read the rules and sign the agreement before you will be allowed to participate in any laboratory experience.

**GENERAL GUIDELINES**

1. Conduct yourself in a responsible manner at all times in the laboratory.
2. Review all written and verbal instructions carefully. If you do not understand a direction or part of a procedure, ask the instructor before proceeding.
3. Never work alone. No student may work in the laboratory without an instructor present.
4. When first entering a laboratory, do not touch any equipment, chemicals or other materials in the laboratory area until you are instructed to do so.
5. Do not eat food, drinks or chew gum in the laboratory. Do not use laboratory glassware as containers for food or beverages.
6. Perform only those projects authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral. Unauthorized projects are prohibited.
7. Be prepared for your work in the laboratory. Read all procedures thoroughly before entering the laboratory. Never fool around in the laboratory. Horseplay, practical jokes, and pranks are dangerous and prohibited.
8. Observe good housekeeping practices. Work areas should be kept clean and tidy at all times. Bring only your laboratory instructions, worksheets and reports to the work area. Other materials (books, purses, backpacks, etc.) should be stored elsewhere.
9. Keep aisles clear. Push your chair under the desk when not in use.
10. Know the locations and operating procedures of all safety equipment including the first aid kit, eyewash station, fire extinguisher, and fire blanket. Know where the fire alarm and exits are located.
11. Be alert and proceed with caution at all times in the laboratory. Notify the instructor immediately of any unsafe conditions you observe.
12. Labels and equipment instructions must be read carefully before use. Set up and use of the prescribed apparatus as directed in the laboratory instructions or by your instructor.
13. Return all equipment clean and in working order to the proper storage area.
14. Projects must be personally monitored at all times. You will be assigned a laboratory station at which to work. Do not wander around the room, distract other students, or interfere with the laboratory projects of others.
15. Students are never permitted in the laboratory storage rooms or preparation areas unless given specific permission by their instructor.
16. Know what to do if there is a fire drill during a laboratory period: containers must be closed.
17. When using knives and other sharp instruments, always carry with tips and points pointing down and away. Always cut away from your body. Never try to catch a falling sharp instrument. Grasp sharp instruments only by the handles.

**CLOTHING**

1. Anytime dangerous chemicals, heat, or glassware are used, students wear goggles.
2. Dress properly during a laboratory activity. Long hair, dangling jewelry and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot. No sandals allowed.

**ACCIDENTS AND INJURIES**

1. Report any accident (spill, breakage, etc.) or injury (cut, burn, etc.) to the instructor immediately, no matter how trivial it may appear.
2. If you or your lab partner are hurt, immediately yell out to get the instructor’s attention.
3. When mercury thermometers are broken, mercury must not be touched. Notify the instructor immediately.

**HANDLING GLASSWEAR AND EQUIPMENT**

1. When removing an electrical plug from its socket, grasp the plug, not the electrical cord. Hands must be completely dry before touching an electrical switch, plug or outlet.
2. Report damaged electrical equipment immediately. Look for things such as frayed cords, exposed wires and loose connections. Do not use damaged electrical equipment.
3. If you do not understand how to use a piece of equipment, ask the instructor for help.

**HEATING SUBSTANCES**

1. Exercise extreme caution when using a glue gun. Take care that hair, clothing and hands are a safe distance from the heat at all times.
2. Never leave a hot glue gun unattended. Always turn unplug the glue gun when not in use.
3. Do not place hot glue guns directly on the laboratory desk. Always use an insulated pad. Allow plenty of time for a hot apparatus to cool before touching it.