



SCIENCE SAFETY POLICY

Rationale:

A Science Safety Policy will assist all lab users to foster a greater understanding of safety issues in science operations. It will also serve to improve and maintain safe procedures and practices in the delivery of the science curriculum.

Objectives:

- To foster a responsibility for safety of self and others in science activities by developing an awareness of laboratory rules.
- To ensure that laboratory facilities and safety equipment are maintained in safe working order.
- To ensure that the risks to health and safety during classroom activities are assessed and controlled effectively.

Guidelines:

- Distribute a science safety information sheet/brochure to staff and students at the commencement of each school year and to all new students and staff including student science teachers.
- All students will continue to be informed of laboratory rules in both oral and written formats as appropriate throughout the year.
- Students will be praised and rewarded for following safety procedures.
- Staff will plan practical tasks that are appropriate to the topic and abilities of the class members.
- Staff are to be trained in the use of equipment, with laboratory staff or an experienced teacher, several working days prior to use in class, so time is allowed for practicing the new skill before using it in the class..
- Practical risk assessment documentation with the practical activity request, including date and period, are to be forwarded to the laboratory staff three working days prior to the practical date to allow for thorough investigation of the risk assessment.
- Students who put others at risk may be excluded from practical activities in line with the College's Discipline Policy.
- If intentional breakages of equipment occur students will be invoiced for the replacement at the cost price of the item as per a current supplier's catalogue.
- Laboratory staff are to conduct regular maintenance of equipment and rooms.
- Laboratory users are to keep laboratory staff informed of any breakages/faulty equipment immediately the item is found/damaged.
- Science laboratories and storage areas are to be kept locked when not in use as deemed appropriate by Laboratory Manager.
- All Laboratory users to ensure that appropriate safety equipment (ie. goggles, gloves, lab coats, aprons) is worn and put away correctly after their use under the supervision of science staff.
- Students who are not appropriately dressed or adequately prepared to participate must be excluded from practical activities.
- The only equipment or materials that are to be removed from the science laboratories are items that are being returned from the classroom to the main preparation area under the teacher's instructions.
- Disposal of waste products are to be adhered to as outlined in risk assessment documentation or as decided by laboratory staff with reference to the Material Safety Data Sheet (MSDS).

- All laboratory users to be familiar with College's Emergency Management Plan in the event of emergency.
- The use of any substance, equipment or activity is subject to detailed evaluation of safety issues involved as per risk assessment sheets.
- All areas used for practical classes should have adequate ventilation suited to the activity, sufficient room for movement, and access to safety equipment. Teachers should allow sufficient ventilation for the room to be suitable for a class to enter for the next period.
- All science staff should be familiar with first aid procedures, especially those relevant to injuries that may occur in the science laboratory.
- All science teachers and laboratory staff (including student teachers) are expected to wear comfortable, rubber soled shoes that cover the entire foot. Leather or a synthetic, fluid-impermeable material is expected.
- Risk assessments to be completed for ordering of practical experiments, three full working days prior to a prac class.

Evaluation:

- Records of breakages held by the laboratory staff
- A student/staff safety survey
- Risk assessment records from practical lessons
- The effectiveness of this policy will be reviewed as part of the College's four year review cycle.