

## APPENDIX C: SUGGESTED SCIENCE SCHOOL SAFETY POLICIES AND PROCEDURES

Teacher classroom practice should be a good example of safety in action and be consistent with laboratory procedures set out for students. Sample policies and procedures for science teachers include the following:

### Policies

1. Safety always precedes other priorities in planning for laboratory activities. If the design of an investigation compromises safety, it should be modified or avoided.
2. Materials to be used in student activities are prepared and the classroom environment set up in ways that minimize safety risks.
3. Teachers model safe behaviour and provide guidance, direction, and supervision to support student safety.
4. In preparation for science activities, students are made aware of potential risks, appropriate procedures, procedures to avoid, and procedures to follow in case of an accident.
5. Open-ended investigations proposed by students are not to be approved until a complete risk assessment has been done and precautions can be identified before any hazards are encountered.
6. In general, if the regular classroom teacher is absent, practical laboratory activities should not be done. Special concessions may be made if the substitute teacher is an experienced science teacher and is prepared to do the lab.

## Procedures

1. Teachers hand out, discuss, and post laboratory rules and procedures for students.
2. Teachers diligently enforce laboratory rules.
3. Teachers require students to report all accidents.
4. Teachers do not leave students unsupervised in laboratories.
5. Teachers are aware of the location of all emergency equipment, such as fire extinguishers, first aid kits, and eyewash facilities, and know how to use them.
6. Teachers educate their students about the emergency procedures of the school and the fire exits in their area.
7. Teachers inform students of any hazards that may be associated with specific activities and the precautions they should take to minimize these risks.
8. Lock science laboratories when not in use.
9. Turn off gas taps at the end of each class/day.
10. Put away any electrical apparatus when not required for classroom use.