

Safe Operating Procedures Sheet

The Agriculture Department (Ag classroom, Animal Lab, Greenhouse, Shop, or Kitchen) can be a safe place to work if you, the student, plan ahead and are alert and cautious. The following practices will be followed:

1. Read lab procedures before starting the lab.
2. Do not start the lab without your teacher's permission.
3. Perform only assigned activities
4. Do not touch lab equipment until instructed to do so.
5. Know the locations of the safety equipment (fire extinguishers, eye wash stations, first aid kit, etc).
6. Wear goggles whenever
 - a. Chemicals, glassware or heat is used in the laboratory
 - b. Using power tools.
 - c. Conducting any activity in the Shop.
7. Do not carry hot equipment or dangerous chemicals.
8. Pull back long hair and remove jewelry while in the Animal lab or while conducting experiments.
 - a. Long sleeves should also be rolled up.
 - b. Either remove Hoodies or tie the strings so that they don't hang down.
9. Handle all animals with caution and be careful not to harm them in any way.
 - a. Treat all living things with respect.
 - b. Do not grab, squeeze, or tease animals.
 - c. Watch out for sharp teeth and claws
10. Handle chemical bottles with extreme care.
11. Be careful when using any sharp instruments such as razor blades or scalpels.
12. Keep hands away from the face and wash them immediately after the lab activity is completed.
13. Notify your teacher when you suspect a dangerous lab situation (such as injury, broken glassware, or spilled chemicals.)
14. Make sure to notify Mrs. Morris of any scratch, cut, or injury. (No matter how small)
15. Clean up your work area at the end of each laboratory activity.
 - a. Your grade will be lowered if Mrs. Morris has to clean up after you
16. Return all materials to the location indicted by your teacher.
17. Dispose of chemicals as instructed by your teacher.
18. Dispose of all garbage properly.
19. Keep all walkways clear while doing the lab activity (put backpacks out of the way).
20. Do not bring food, drinks, or gum in the room while working on a lab or with animals. (No Food in the ANIMAL LAB!!!)
21. NEVER taste chemicals or allow them to contact your skin

22. Do not fool around while working on a lab or working with the animals!!

I have read and understand the rules listed above and agree to follow them:

Student Name _____ Student Signature _____

Parent Name _____ Parent Signature _____

Best Number to reach Parent during the school day _____