



ROCKHAMPTON GIRLS GRAMMAR SCHOOL

Laboratory Behaviour Policy

PURPOSE OF THE POLICY

School science laboratories present situations of risk on a day-to-day basis. This Policy outlines behaviour expected at Rockhampton Girls Grammar School (RGGGS) to minimise these risks.

Science teachers work in environments which are not exempt from legislation. They hold responsibilities that correspond to their knowledge, training and experience. They are required to work in a manner which is not likely to cause injury to self or colleagues and students, and must cooperate with the Principal with regard to these obligations.

The science teacher's legal responsibilities include:

- warning students of potentially dangerous activities;
- minimising risks in their laboratories;
- providing prior instruction for scientific work;
- providing suitable equipment, so far as is reasonably practicable;
- being vigilant in laboratories;
- the appropriate preparation for dangerous activities - the greater the risk, the more preparation is required;
- providing special needs students with appropriate support;
- maintaining laboratory records of incidents and occurrences;
- ensuring that everyone using a laboratory understands the risk management framework which is established and available; and
- being competent in the area of teaching.

POLICY

Everyone working in these laboratories is committed to the risk management framework and recognises her responsibility within this framework. The health, safety and welfare of students, staff and others is a major consideration for all operations in these laboratories. This framework is guided by key principles which are stated as follows:

1. Be aware that the law requires science educators and students to exercise due care and foresight. Anticipate problems and use common-sense at all times.
2. Discuss laboratory safety as often as possible. These discussions may take place between students, teachers and colleagues. The issues of toxicity and exposure are particularly significant.
3. Students may include safety comments in their science papers as a matter of importance and interest.
4. Report problems, hazards and incidents to the teacher responsible for the laboratory.
5. The more dangerous an activity, the more care and supervision is required. The standard of care required is related to the maturity, ability and age of the students involved.
6. No-one is permitted to congregate around a demonstration. Other safer arrangements are to be considered. Keep student movement around the laboratory to a minimum.
7. All persons using the laboratory are to ensure, so far as is reasonably practicable, that no defective equipment is provided or used.
8. Students should not be left unsupervised in a laboratory and all laboratories are to be locked when not in use.



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9. Science teachers ought to observe students in laboratories from appropriate viewing positions and should move around the laboratory during practical sessions. Unsafe behaviour is to be corrected.
10. Appropriate first aid equipment is located in the laboratory.
11. Fire fighting equipment is located in the laboratory.
12. Material safety data sheets are available in the laboratory.
13. The school emergency evacuation policy is to be adhered to in times of crisis.
14. All emergency contact numbers are displayed in clear view.
15. Covered footwear is to be worn in the laboratory.
16. Proper eye protection is to be worn when working with chemicals or other materials that might cause eye damage.
17. Food and drink are not to be consumed in the laboratory.

Sample Laboratory Rules for school handbook and science rooms.

1. Students are not to enter the laboratory unless a teacher is present and must not enter any preparation or store room unless under the direct supervision and instruction of the teacher.
2. Apparatus or chemicals are not to be removed from the laboratory.
3. Eating and drinking is not allowed in the laboratory.
4. Apparatus and chemicals are to be used in strict accordance with the teacher's instructions; only proceed with an experiment if you are sure you have understood the instructions; don't touch anything without instructions.
5. Know the location and use of the emergency shower, eye-washes, sand buckets and fire blankets.
6. Covered non-absorbent footwear must be worn in the laboratory.
7. Damaged equipment, breakages and accidents of any description must be reported to your teacher.
8. Always wash your hands before leaving the science laboratory if you have been using chemicals.
9. Long hair, loose blazers and ties are all hazards: tie long hair back; do up blazers; place your tie inside your shirt before commencing any practical work.
10. Bags and other bulky items must not be brought into the laboratory.

POLICY RELEASE DETAILS

Date of Policy	September 2011
Reviewed by	RGGS Executive with Science staff consultation
Review Date	Biennially
Access	Public Availability – RGGS Website

RELATED POLICIES AND DOCUMENTS

RGGS Student/Parent and Staff Handbooks

RGGS Values Statement