MAINTENANCE AND OPERATIONS DEPARTMENT

CHEMICAL HANDLING PROCEDURES FOR SCHOOLS

District instructional staff should review appropriate preventive measures to minimize accidents while handling chemicals in the classroom. The safety of students and staff is an integral part of the instruction planning process.

To ensure the safety of students and staff while handling chemicals during experiments, teachers are to follow the safety precautions outlined below:

1. Minimize all chemical exposures.
2. Consult the Safety Data Sheets before undertaking an activity.
3. Ensure all persons involved in the procedure are knowledgeable about the hazards of the procedure and can perform the manipulations required.
4. Ensure all necessary facilities and protective equipment and apparel are available and in good operating condition for use during the procedure;
5. Ensure the instructional benefits to be gained from the procedure clearly outweigh the risks involved in the procedure
6. Never engage or allow horseplay, practical jokes or other behavior that might confuse, startle or distract another person in the laboratory.
7. Do not eat, drink, smoke, chew gum, apply cosmetics, manipulate contact lenses or other such activities in the laboratory.
8. Do not leave the laboratory unattended while operations are ongoing.
9. Use laboratory equipment only for its designated purpose
10. Avoid inhalation of chemicals; do not sniff to test chemicals. Do not taste chemicals. Do not mouth-pipette anything; use suction bulbs.
11. Confirm proper labeling of all chemical containers.
12. Always work in the fume hood whenever the PEL for a chemical is 50 ppm or less. Hood sash should remain closed, except when placing or removing apparatus. The hood fan should be kept on whenever chemicals are present in the hood.
13. Ensure adequate ventilation in hoods and storage areas.
14. Know the location and how to use all protective equipment – eyewash, shower, fire extinguisher and fire blanket.
15. Wear appropriate eye, lab aprons and/or other body protection as required for each lab as identified in the SDS or through the planning process of the lab.
16. Contact lenses normally should not be worn in the laboratory when fumes are present that could adhere to the lenses. If contact lenses are worn for other laboratory procedures, appropriate chemical splash goggles must be worn at all times.
17. Perform a visual inspection of the lab area, chemical containers and equipment to be used, safety equipment and storage area prior to beginning a laboratory. Be alert to unsafe conditions and see that they are corrected.
18. Never store chemicals/hazardous substances and foods in the same refrigerator. Foods shall never be stored or consumed in a room or area where dusts, mists and fumes from chemicals may be present.
19. Promptly clean-up spills, using appropriate protective apparel and proper procedures.
20. Before leaving the laboratory, turn off equipment, etc., lower the fume hood sash and lock the laboratory and storage area doors.

Please refer to the Safe School Plan Emergency Procedures manual and Chemical Hygiene Plan for further details. If you have questions regarding these precautions, please contact the Maintenance and Operations Department at (714) 424-7546.