Chapter 2
Responsibilities

Safety is a shared responsibility. A safe laboratory program requires participation by teachers, students, administrators, and the community.

2.1 Administrators' Responsibilities

1. Provide a safe and effective laboratory area for science activities
2. Provide safety items described in section 3.2 and ensure they are in good condition.
3. Provide regular inspections of the laboratory and document inspection and maintenance of safety equipment (section 3.1).
4. Develop a chemical hygiene plan (section 5.3.3; chapter 12).
5. Comply with Illinois Hazard Communication Standard (Right-to-Know Law) (section 5.3.2).
6. Comply with Illinois and federal regulations for disposal of chemicals (section 8.2).
7. Establish a school safety committee and ensure that it meets regularly (section 9.2).
8. Attempt to provide a class size appropriate to the laboratory and in keeping with recommendations of professional societies (section 3.3).

2.2 Teachers' Responsibilities

1. Set a good example by observing all safety rules, wearing proper protective equipment, and being enthusiastic about safety.
2. Know the properties and hazards associated with each material used in a laboratory activity before the students carry out the procedure.
3. Ensure that all safety equipment is present in the laboratory and is in good working condition (section 3.2).
4. Provide eye protection and other necessary personal protective equipment for students and instruct students in their use (section 3.2; chapter 6).
5. Before each laboratory experiment, instruct students about the hazards associated with each chemical and activity. Reemphasize the use of eye protection and other necessary personal protection equipment.
6. Ensure that all containers are properly labeled with their contents and hazards (section 7.5.6).
7. Make sure that all safety rules are obeyed (section 4.2.1).
8. Promptly clean up or direct the clean-up of spilled chemicals.
9. Dispose of chemical wastes properly (section 8.2).
10. Return chemicals to a locked storeroom after use.
11. Comply with the procedures in the school chemical hygiene plan (section 5.3.3; chapter 12).
12. Report any accidents or unsafe conditions in writing to your department chairperson, principal, or other appropriate administrator (section 4.1.5; 5.4).

2.3 Students' Responsibilities

1. Understand the experimental procedure before starting to work in the laboratory.
2. Be familiar with the properties and hazards of the chemicals you are working with.
3. Obey all safety rules and regulations and sign a safety contract.
4. Know location and use of all safety equipment in the laboratory.

5. Clean your work area immediately after use. Obey good housekeeping practices.

2.4 Parents' Responsibilities

1. Read the laboratory safety rules. Discuss these rules with your child. Sign the safety contract indicating that you have read and understood the safety rules.
2. Work with the teachers and administration at your school to develop a strong safety program.