



Schola Europaea
European School of Brussels IV (Laeken)

Rules of the Laboratories

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- ✚ **Listen** to your teacher and follow their **instructions** carefully!
- ✚ Learn **emergency procedures**: be sure you know where to find a fire extinguisher, a first aid kit, an eye wash station, a broken glass receptacle, and check which is your emergency exit route;
- ✚ Store **coats and bags** in designated areas: not on the floor or on the benches;
- ✚ Move carefully in the lab and **never run**;
- ✚ Do **not eat or drink** in the laboratory (the only possible exception is during your kitchen lab);
- ✚ **Never** taste or sniff **chemicals**;
- ✚ **Long hair** must be tied back to avoid catching fire;
- ✚ Wear **gloves and safety goggles** if you are using dangerous materials, such as acids and bases;
- ✚ All experiments that produce or use chemicals that release poisonous, harmful fumes or vapours must be done **under a fume hood**;
- ✚ Be careful when handling **hot glassware and apparatus** in the laboratory. Use tongs or special heat resistant gloves. Place hot objects on a heat-resistant surface;
- ✚ Do not leave lit **Bunsen burners** unattended;
- ✚ Always **turn devices off** when not in use;
- ✚ Keep **electrical equipment** away from water;
- ✚ Do not block the **sink drains** with debris;
- ✚ Use a **clean spatula/spoon or pipette** for each chemical to prevent contamination;
- ✚ **Report** all accidents, spills, or injuries to the teacher immediately;
- ✚ Do not handle **broken glass** with bare hands. Use a brush and dustpan to clean up broken glass and place it in a designated glass disposal container;
- ✚ Use **equipment** with respect and care. **Clean up** the work area and replace the materials on the trolley once the experiment is complete;
- ✚ **Dispose** of all waste according to **proper procedures**: some chemicals can be washed down the sewer, while others require a special disposal method. If in doubt, leave the waste on the trolley in a closed container, writing the name of the substance used: the lab technician will dispose of it in the correct way.
- ✚ **Wash your hands** thoroughly with soap and warm water once clean-up is finished.