

It is a basic responsibility of everyone involved to make safety and health an ongoing commitment. Any advice given will acknowledge the need to respect the local context, the varying educational and cultural traditions, the financial constraints and the legal systems of differing countries.

## **The Laboratory Safety Institute's Laboratory Safety Guidelines...**

### **40 suggestions for a safer lab**

#### **Steps Requiring Minimal Expense**

1. Have a written health, safety and environmental affairs (HS&E) policy statement.
2. Organize a departmental HS&E committee of employees, management, faculty, staff and students that will meet regularly to discuss HS&E issues.
3. Develop an HS&E orientation for all new employees and students.
4. Encourage employees and students to care about their health and safety and that of others.
5. Involve every employee and student in some aspect of the safety program and give each specific responsibilities.
6. Provide incentives to employees and students for safety performance.
7. Require all employees to read the appropriate safety manual. Require students to read the institution's laboratory safety rules. Have both groups sign a statement that they have done so, understand the contents, and agree to follow the procedures and practices. Keep these statements on file in the department office
8. Conduct periodic, unannounced laboratory inspections to identify and correct hazardous conditions and unsafe practices. Involve students and employees in simulated OSHA inspections.
9. Make learning how to be safe an integral and important part of science education, your work, and your life.
10. Schedule regular departmental safety meetings for all students and employees to discuss the results of inspections and aspects of laboratory safety.
11. When conducting experiments with hazards or potential hazards, ask yourself these questions:
  - What are the hazards?
  - What are the worst possible things that could go wrong?
  - How will I deal with them?
  - What are the prudent practices, protective facilities and equipment necessary to minimize the risk of exposure to the hazards?
12. Require that all accidents (incidents) be reported, evaluated by the departmental safety committee, and discussed at departmental safety meetings.
13. Require every pre-lab/pre-experiment discussion to include consideration of the health and safety aspects.
14. Don't allow experiments to run unattended unless they are failsafe.
15. Forbid working alone in any laboratory and working without prior knowledge of a staff member.
16. Extend the safety program beyond the laboratory to the automobile and the home.
17. Allow only minimum amounts of flammable liquids in each laboratory.
18. Forbid smoking, eating and drinking in the laboratory.
19. Do not allow food to be stored in chemical refrigerators.

20. Develop plans and conduct drills for dealing with emergencies such as fire, explosion, poisoning, chemical spill or vapour release, electric shock, bleeding and personal contamination.
21. Require good housekeeping practices in all work areas.
22. Display the phone numbers of the fire department, police department, and local ambulance either on or immediately next to every phone.
23. Store acids and bases separately. Store fuels and oxidizers separately.
24. Maintain a chemical inventory to avoid purchasing unnecessary quantities of chemicals.
25. Use warning signs to designate particular hazards.
26. Develop specific work practices for individual experiments, such as those that should be conducted only in a ventilated hood or involve particularly hazardous materials. When possible most hazardous experiments should be done in a hood.

### Steps Requiring Moderate Expense

27. Allocate a portion of the departmental budget to safety.
28. Require the use of appropriate eye protection at all times in laboratories and areas where chemicals are transported.
29. Provide adequate supplies of personal protective equipment—safety glasses, goggles, face shields, gloves, lab coats and bench top shields.
30. Provide fire extinguishers, safety showers, eye wash fountains, first aid kits, fire blankets and fume hoods in each laboratory and test or check monthly.
31. Provide guards on all vacuum pumps and secure all compressed gas cylinders.
32. Provide an appropriate supply of first aid equipment and instruction on its proper use.
33. Provide fireproof cabinets for storage of flammable chemicals.
34. Maintain a centrally located departmental safety library:
  - “Safety in School Science Labs”, Clair Wood, 1994, Kaufman & Associates, 101 Oak Street, Wellesley, MA 02482
  - “The Laboratory Safety Pocket Guide”, 1996, Genium Publisher, One Genium Plaza, Schenectady, NY
  - “Safety in Academic Chemistry Laboratories”, ACS, 1155 Sixteenth Street NW, Washington, DC 20036
  - “Manual of Safety and Health Hazards in The School Science Laboratory”, “Safety in the School Science Laboratory”, “School Science Laboratories: A guide to Some Hazardous Substances” Council of State Science Supervisors (now available only from LSI.)
  - “Handbook of Laboratory Safety”, 4th Edition, CRC Press, 2000 Corporate Boulevard NW, Boca Raton, FL 33431
  - “Fire Protection Guide on Hazardous Materials”, National Fire Protection Association, Batterymarch Park, Quincy, MA 02269
  - “Prudent Practices in the Laboratory: Handling and Disposal of Hazardous Chemicals”, 2nd Edition, 1995
  - “Biosafety in the Laboratory”, National Academy Press, 2101 Constitution Avenue, NW, Washington, DC 20418
  - “Learning By Accident”, Volumes 1-3, 1997-2000, The Laboratory Safety Institute, Natick, MA 01760

(All are available from LSI.)

35. Remove all electrical connections from inside chemical refrigerators and require magnetic closures.
36. Require grounded plugs on all electrical equipment and install ground fault interrupters (GFIs) where appropriate.
37. Label all chemicals to show the name of the material, the nature and degree of hazard, the appropriate precautions, and the name of the person responsible for the container.
38. Develop a program for dating stored chemicals and for recertifying or discarding them after predetermined maximum periods of storage.
39. Develop a system for the legal, safe and ecologically acceptable disposal of chemical wastes.
40. Provide secure, adequately spaced, well ventilated storage of chemicals.



## Using assessment criteria for internal assessment

For internal assessment, a number of assessment criteria have been identified. Each assessment criterion has level descriptors describing specific achievement levels, together with an appropriate range of marks. The level descriptors concentrate on positive achievement, although for the lower levels failure to achieve may be included in the description.

Teachers must judge the internally assessed work at SL and at HL against the criteria using the level descriptors.

- Assessment criteria are the same for both SL and HL.
- The aim is to find, for each criterion, the descriptor that conveys most accurately the level attained by the student, using the best-fit model. A best-fit approach means that compensation should be made when a piece of work matches different aspects of a criterion at different levels. The mark awarded should be one that most fairly reflects the balance of achievement against the criterion. It is not necessary for every single aspect of a level descriptor to be met for that mark to be awarded.
- When assessing a student's work, teachers should read the level descriptors for each criterion until they reach a descriptor that most appropriately describes the level of the work being assessed. If a piece of work seems to fall between two descriptors, both descriptors should be read again and the one that more appropriately describes the student's work should be chosen.
- Where there are two or more marks available within a level, teachers should award the upper marks if the student's work demonstrates the qualities described to a great extent; the work may be close to achieving marks in the level above. Teachers should award the lower marks if the student's work demonstrates the qualities described to a lesser extent; the work may be close to achieving marks in the level below.
- Only whole numbers should be recorded; partial marks (fractions and decimals) are not acceptable.
- Teachers should not think in terms of a pass or fail boundary, but should concentrate on identifying the appropriate descriptor for each assessment criterion.