



**BUNTS SANGHA'S**  
**S. M. SHETTY INTERNATIONAL SCHOOL & JUNIOR**  
**COLLEGE**  
**AN IB WORLD SCHOOL**

(ISO 21001:2018 Certified)  
CAMBRIDGE INTERNATIONAL CENTRE - IN686  
IB School Code 051370

**SCIENCE LABORATORY POLICY**

The following points constitute the Laboratory Policy of  
Science department.

All science teachers, lab assistants and students are expected to  
be aware and follow the guidelines of the policy.

1. Pre-lab/pre-experiment discussion to include consideration of the health and safety aspects must be done by the teachers with the lab assistants.
2. Lab assistants are expected to follow the safety guidelines given in the material safety data sheet of the chemicals to be used .
3. Experiments must not be allowed to run by the students unattended.
4. Smoking, eating and drinking must not be allowed in the laboratory.
5. Storage of food items must not be allowed in laboratory refrigerators.
6. Fire drills are conducted every year in school. All faculty members and students must be a part of it.
7. Beginning of every year lab assistants must conduct a session on lab safety for all students and faculty.
8. All housekeeping staff must be trained by the lab assistants on handling and disposal of chemical waste.
9. The phone numbers of the fire department, police department, and local ambulance must be displayed either on or immediately next to every phone.
10. Acids and bases must be stored separately.
11. Fuels and oxidizers must be stored separately.
12. Chemical inventory must be maintained to avoid purchasing unnecessary quantities of chemicals.
13. Warning signs to designate particular hazards must be displayed on each chemical.
14. Individual experiments involving particularly hazardous material must be conducted inside fume hoods.
15. Lab coats must be worn by all students, teachers and lab assistants while working in the laboratory.
16. All science laboratories must have adequate supplies of personal protective equipment—safety goggles and gloves.
17. Fire extinguishers, safety showers, eye wash fountains, first aid kits, fire blankets and fume hoods in each laboratory must be checked monthly.
18. All electrical equipment must have grounded plugs.
19. All chemicals and reagents must be labelled to show the name of the material, the nature and degree of hazard.

20. Date of preparation must also be displayed on every reagent bottle.
21. Students must be instructed to transfer waste chemicals in containers labeled WASTE.
22. The chemical waste must be collected separately in bins labelled as **WET WASTE, DRY WASTE**.
23. Disposal of chemical waste must be done only after conducting proper quenching procedures.
24. Expiry date of chemicals must be checked regularly by the lab assistants.
25. Expired chemicals must be returned to the vendor towards the end of every academic year.
26. Stock checking must be done once in every three months to ensure that all chemicals required to satisfy the requirements of **CIE** and **IBDP** are available.
27. The meaning of hazard codes mentioned in AS/AL syllabus and the hazard symbols displayed on the chemicals must be displayed in the laboratory.
28. Science Laboratory policy, Posters showing the Do's and Don'ts in a science laboratory and the fire exit plan must also be displayed in all the science laboratories.
29. A separate waste bin labelled **BROKEN GLASS** must be made available in all science laboratories.
30. Lab assistants must be responsible for all activities related to science laboratories.