

LABORATORY POLICY

This laboratory policy outlines the rules and guidelines that all students must adhere to while using laboratory facilities at Harvest International School. The primary goal of this policy is to ensure the safety of all individuals, maintain the integrity of laboratory equipment, and promote a conducive learning environment for practical experiments and activities.

General Rules:

1. **Supervision:** All laboratory activities must be conducted under the supervision of a teacher or laboratory incharge.
2. **Preparation:** Students must read and understand the procedures before entering the laboratory.
3. **Attendance:** Regular attendance is mandatory for all laboratory sessions. Absence without a valid reason will result in s.
4. **Behaviour:** Students must maintain appropriate behaviour at all times. Any non-compliance with expected behaviour will result in disciplinary actions
5. **Attire:** Proper laboratory attire, including lab coats, safety goggles, and school shoes, must be worn during experiments.
6. **Food and Drink:** Consumption of food and drinks is strictly prohibited inside the laboratory.
7. **Equipment Handling:** Students must handle laboratory equipment with care and report any damages or malfunctions immediately to the supervising teacher.
8. **Emergency Procedures:** Familiarize yourself with emergency procedures, including evacuation routes and the location of safety equipment like fire extinguishers and first aid kits. In case of any emergency, inform the teacher in charge.

Safety Guidelines:

1. **Safety Equipment:** Know the location and proper usage of safety equipment, including fire extinguishers, emergency showers, eyewash stations, and fire blankets.
2. **Chemical Handling:** Handle chemicals with caution, follow all safety instructions provided by the teacher. Avoid direct contact with skin and eyes, and use appropriate protective gear.
3. **Electrical Safety:** Do not tamper with electrical outlets or equipment. Inform the teacher immediately in case of any electrical hazards.
4. **Fire Safety:** Keep flammable materials away from open flames or heat sources. In case of fire, follow evacuation procedures and notify the teacher or authorities.
5. **First Aid:** Report any injuries or accidents to the supervising teacher immediately. Basic first aid supplies are available in the laboratory.

6. **Personal Hygiene:** Wash hands thoroughly after conducting experiments, especially those involving chemicals or biological materials.

Laboratory Equipment:

1. **Proper Usage:** Use laboratory equipment only for its intended purpose. Do not misuse or mishandle any equipment.
2. **Cleaning:** Clean your workstation after each experiment. Return all equipment to its designated storage area.
3. **Maintenance:** Report any damaged or malfunctioning equipment to the supervising teacher promptly.

Consequences of Violations:

1. **Minor Infractions:** Minor violations of laboratory rules will result in a warning from the teacher.
2. **Major Infractions:** Serious violations, such as endangering oneself or others, will result in disciplinary action, including suspension from laboratory activities and/or termination from school.
3. **Repeated Offenses:** Persistent disregard for laboratory rules may lead to further disciplinary measures, including exclusion from laboratory sessions and termination from school.
4. **Loss of Privileges:** Depending on the severity of the violation, students may lose their privileges to use laboratory facilities for a specified period.
5. **Restitution:** Students may be required to compensate for any damages caused to laboratory equipment or property due to their negligence or misconduct.
6. **Parental Notification:** Parents or guardians will be informed of any significant violations of laboratory rules and may be required to meet with school authorities to discuss the incident.