



The Apple International School

Dubai

Lab Safety Policy

Rationale

The laboratories at Apple International School provide our students with first-hand experience on course concepts and with the opportunities to explore scientific methods in their discipline. The laboratory sessions have particular challenges and opportunities that differ from those in a standard classroom environment.

AIS is committed to provide a laboratory environment which is safe, healthy and secure by establishing and maintaining the highest standards in this regard and holding its constituents accountable. The school shall therefore take steps to protect the resources from unauthorized access, misuse or removal and shall promote measures commensurate with the potential risks.

The following document is intended as a guideline for the AIS school admin, teaching staff and students in providing the safe storage and use of potentially hazardous chemicals and other resources in laboratory settings of the Science Labs, STEAM Lab, and Computer Labs. It is a set of recommendations to assist in the preparation of more detailed procedures for safe operation of a school lab facility. We have developed a lab safety program tailored to our facility, and to ensure the monitoring of the procedures. Care has been taken to follow all the protocols given by Dubai municipality. The document states the appropriate responsibilities of all the accountable people for their smooth functioning of the school labs.

Aim:

The aim of this document is to provide specific rules and procedures governing the conduct in the lab which include:

- Routine safety self-inspection of facilities and equipment.
- Written procedures for the proper storage and handling of chemicals and the proper disposal of waste chemicals.
- Frequent and formal training sessions to ensure procedures are followed and equipment is used appropriately.
- Routine monitoring and maintenance of equipment to assure proper function.
- Code of conduct to be followed by the admin, teachers, and students.

Science and STEAM Lab

The duties of the Laboratory Specialist/Technician are listed below:

I. In Relation to the Departmental Program of Instruction and Administration.

- Prepare, assemble, set up and distribute apparatus, equipment, audio-visual aids, materials and reagents for the performance of:
 - a. Teacher-demonstrations in science and STEAM classes, and
 - b. Individual and group experiments in the science and STEAM laboratories.

II. In the Maintenance and Operation of the Preparation Room, Stockroom, Storerooms and Laboratories.

- Systematize the storage of supplies and chemicals in the science and STEAM storerooms, preparation rooms and laboratories so that they are ready to use.
- Be available to the teacher when needed to keep equipment in operational condition, to replenish reagents.
- Maintain apparatus, equipment, audio-visual aids, supplies, chemicals, and live material in usable condition and make minor repairs.
- Construct or assemble pieces of apparatus as needed for the performance of demonstrations and experiments.
- Systematize the storage of equipment and audio-visual aids in the stockrooms, storerooms, preparation rooms and laboratories and keep them in good repair and ready for use.
- Apprise the line manager of needed major repairs to science and STEAM equipment.
- Take adequate precautions to safeguard all science and STEAM supplies and equipment against breakage, spoilage, and theft.
- Supervise stockrooms and preparation rooms when support staff members or students working on projects are present.

III. In the Administration of the Science and STEAM lab lessons.

- Keep a current inventory of all science and STEAM supplies and a "want-list" so that the needs of the department are known, and requisition of supplies are made aware to the admin department.
- Conduct periodic check on the expiry date of the lab reagents, first aid kits and maintain record and inform the purchase department for them to be replaced.
- Inform the reporting manager of any chemicals that are old, in excess of what is needed, and/or have deteriorating containers.
- Biological specimens that are not properly sealed and are off gassing should be included with other unwanted chemicals.
- Follow the safe disposal procedures for the expired reagents.
- Receive and check the receipt of all science supplies as they arrive in the science department and complete and return the necessary receipt forms to the admin department.

IV. In the Knowledge, Performance and Instruction in Safety Procedures and Practices.

- Be thoroughly acquainted with and guided by the science safety bulletins including the hazards involved in the storage of scientific equipment and chemicals and the approved safety standards and the methods for storage and use of all supplies.
- Take approved safety precautions in the transportation of all equipment and supplies to and from the science classrooms and laboratories.
- Inform the students, teachers and support staff of laboratory hazards and the safety precautions that are necessary.

V. Activities Outside the Scope of the Laboratory Specialist/Technician Functions.

- They are not to be assigned to take classes from which teachers are absent except in extreme emergencies.
- They may not correct answer papers but may be required to assist with appropriate work related to setting up of for Examinations.
- They are not to be assigned to official classes or homerooms.

Roles and responsibilities of the teachers:

- Follow the school's lab timetable.
- Conduct the risk assessment before planning a lab activity- including allergic symptoms of students to certain chemicals.
- Inform the lab assistant well in advance of the requirements for the lab lesson.
- Provide clear instructions on the procedures to be followed in the lab by the students.
- Plan lab activities by avoiding overcrowding in the lab.

Roles and responsibilities of students

- Should read and sign the code of conduct in the science labs.
- Should always behave in a mature and responsible manner in the laboratory.
- Must follow all verbal and written instructions carefully. If you are unsure of the procedure, ask your teacher for help before proceeding.
- Should not touch any equipment or chemicals unless specifically instructed to do so.
- Must not eat, drink, or chew gum in the laboratory.
- Should wear mask and gloves all times while in the laboratory.
- Must wash hands thoroughly after participating in any laboratory activities.
- Must perform only those experiments authorized by the teacher.
- Keep hands away from the face.

- Always wear safety goggles to protect the eyes in any activity involving chemicals, flames, or heating, or the possibility of broken glassware.
- Never wear contact lenses in the laboratory.
- Long hair (chin-length or longer) must be tied back to avoid catching fire.
- Never walk around the laboratory barefoot or in stocking feet.
- Wear a laboratory apron/ coat to protect the skin and clothing.
- Know the location and proper use of safety equipment such as the fire extinguisher, fire blanket, first-aid kit, safety shower, and eyewash station.
- Notify the teacher of any medical problems you may have, such as allergies or asthma.

Covid -19 –Safety Protocols

- Practice social distancing, at least 1.5 metres distance, wear facial coverings, and follow proper prevention hygiene, such as washing hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer.
- Always wear mask and gloves.
- Students should not share apparatus. If required, it should be disinfected and sanitized thoroughly.
- Daily clean up and sterilization of all areas and surfaces of the lab and effective sanitization post completion of each session to be conducted and cleaning process to be in-line with Dubai Municipality guidelines for schools.
- The DM cleaning and disinfecting guidelines should be followed.
- Do not use cleaning/disinfecting products that carry a DANGER or a CORROSIVE label warning that may compromise the health of children and individuals with respiratory illnesses or medical conditions.
- Keep all disinfectants out of the reach of children.
- Do not mix cleaners and disinfectants under any circumstances, this can cause fumes that may be very dangerous to breathe in.

- Frequently touched areas/surfaces should be disinfected after every use to ensure the highest efficacy of disinfectant action.
- Cleaning staffs, who are cleaning the laboratory apparatus should follow the right measures such as wearing gloves and masks while cleaning.

Emergency Equipment for the Laboratory

The following are checklists for safety and emergency equipment for the laboratory:

Personal Protective Equipment

- Goggles
- Face shields/ Masks
- Lab coat/ Lab apron
- Gloves

Safety and Emergency Equipment

- Hand-free eye-wash stations (not eye-wash bottles)
- Hand sanitizer/ soap dispenser
- Fire extinguishers (dry chemical and carbon dioxide extinguishers)
- Sand bucket
- Fire blankets
- Fire detection or alarm system
- First-aid kits
- Storage cabinets
- Container for broken glass and sharps
- School Emergency Action Plan

Student Science Laboratory Safety Contract

I agree to:

1. Act responsible at all times in the laboratory.
2. Follow all instructions given, orally or in writing, by my teacher.
3. Perform only those activities assigned and approved by my teacher.
4. Protect my eyes, face, hands, and body by wearing proper clothing and using protective equipment provided by my school.
5. Carry out good housekeeping practices as instructed by my teacher.
6. Know the location of safety and first aid equipment in the laboratory.
7. Notify my teacher immediately of an emergency.
8. NEVER work alone in the laboratory.
9. NEVER eat or drink in the laboratory unless instructed to do so by my teacher.
10. NEVER enter or work in a supply area unless instructed to do so and supervised by my teacher.

I, _____ [print name] have read each of the statements in the Student Science Laboratory Safety Contract and understand these safety rules. I agree to abide by the safety regulations and any additional written or verbal instructions provided by the school district or my teacher. I further agree to follow all other written and verbal instructions given in class.

Student signature

Date

I acknowledge that my child/ward has signed this contract in good faith.

____ Parent/Guardian Signature

Date

Computer Lab

Safe working conditions help prevent injury to people and damage to computer and other equipment. A safe workspace is clean, organized, and properly lighted. Everyone must understand and follow safety procedures. Some of these guidelines are designed to protect the environment from contamination caused by improperly discarded materials.

Procedures to be followed by the computer technician.

While working on a computer:

- Remove your watch and jewelry and secure loose clothing.
- Turn off the power and unplug equipment before performing service.
- Cover sharp edges inside the computer case with tape.
- Never open a power supply or a CRT monitor.
- Do not touch areas in printers that are hot or that use high voltage.
- Know where the fire extinguisher is located and how to use it.
- Keep food and drinks out of your workspace.
- Keep your workspace clean and free of clutter.
- Bend your knees when lifting heavy objects to avoid injuring your back.

Electrical Safety and fire safety:

- Some printer parts become hot during use, and other parts might contain high voltage. Check the printer manual for the location of high-voltage components. Some components retain a high voltage even after the printer is turned off. Make sure that the printer has had time to cool before making the repair.
- Electrical devices have certain power requirements. For example, AC adapters are manufactured for specific laptops. Exchanging power cords with a different type of laptop or device may cause damage to both the AC adapter and the laptop.

- Be alert for odors emitting from computers and electronic devices. When electronic components overheat or short out, they emit a burning odor.

If there is a fire, follow these safety procedures:

- Never fight a fire that is out of control or not contained.
- Always have a planned fire escape route before beginning any work.
- Get out of the building quickly.
- Contact emergency services for help.
- Locate and read the instructions on the fire extinguishers in your workplace before you must use them.

Safety rules to be followed by students:

Avoid these things:

- Eating and drinking.
- Making a noise.
- Downloading data without authorization.
- Installing personal software on computers including games.
- Copy or transfer any software data.
- Plugging a personal USB/Card/CD or any other device into the computers.
- Interfering with or disturbing other students.
- Propagating computer viruses, spamming and offensive material.
- Tampering with, attempting to repair, or misusing the lab equipment.
- No one is allowed to delete information from the computer unless otherwise if it is given as an instruction. If by chance any user wants to store any files in a lab computer, a folder should be created on the desktop and all files be stored in that one place.
- Students are not allowed to repair, install or troubleshoot computers and systems in the computer lab. Every problem, challenge or mishap should be reported to the responsible authorities and certified personnel will have to do the services.

- Bringing mobile phones and other multimedia devices.
- writing on tables/computers.
- Viewing unwanted material, etc.
- Don't open the computer's power supply or monitor. There is nothing inside either that can be repaired except by a professional, but there are many things that can injure you.

Follow these guidelines:

- Periodically glance away from the screen. Staring into a computer monitor too long will strain your eyes.
- Let an instructor know if the color scheme, font size, or other settings of your computer are causing strain on your eyes.
- Maintain good posture to ease your back.
- Be aware of the fire exits and the location of this room's fire extinguisher.
- Save the work and close the apps that were used, arrange the chairs before exiting the labs.

Covid -19 Lab protocols.

- Sanitize before and after using the lab.
- Maintain social distancing while moving to and from the lab and while in the class.
- Do not touch others devices during the lab session.

Computer Lab Agreement

I, _____, (student's name) have read and agree to follow all of the safety rules set forth in this contract. I understand that these procedures are necessary to ensure my safety as well as the safety of others. I will fully cooperate with my teacher and fellow students to maintain a safe lab environment. I am aware that failure to comply with these procedures may result in my removal from the activities and loss of credit for the task.

Student

Signature _____

Date _____

Dear Parent or Guardian;

Your signature on this contract indicates that you have read this Student Safety Contract, are aware of the measures taken to ensure the safety of your child in the Computer lab, and will instruct your child to uphold his/her agreement to follow these rules and procedures in the Computer lab.

Parent/Guardian

Signature _____

Date _____

Enacted and enforced: The 5th of January 2014

Reviewed Annually

Last date of Review: The 13th of June 2026

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Executive Principal

The Apple International School, Dubai