

## LAB SAFETY RULES ALL ELECTRICAL/ ELECTRONICS LABS

- Be careful for the safety of others as for yourself. Think before you act. Be tidy and systematic.
- Foods, drink and related utensils **shall not** be brought into, stored or consumed in the lab.
- Shoes shall be worn that provide full coverage of the feet. No exceptions.
- Avoid bulky, loose or trailing clothes.
- Avoid long loose hair.
- Remove all metal chains, bracelets, watchstraps and earrings above ½” diameter.
- Horseplay, running, or practical jokes **must not** occur in the laboratory.
- Appropriate eye protection **shall be** worn when necessary.
- Do not obstruct passageways, doorways and exits.
- Know the location of and how to use safety equipment.
- **Always obtain approval** from the Instructor or Technical Assistant before powering up equipment or circuits.
- **Always isolate** supplies from circuits if it must be left unattended.
- All equipment found to be faulty must be reported immediately to the Technical Assistant or Instructor.
- **Always** make measurement on live circuits with well-insulated probes.
- **Do not** allow any part of your body to contact any part of a live circuit.
- No cell phone operation is permitted during lab sessions.
- Wash or sanitize hands after handling equipment and after all lab sessions.

### IMPORTANT

- **Never** touch a victim that is still in contact with a live power source, you could electrocute yourself. Immediately turn off the electrical power source.
- Have someone call for emergency medical assistance immediately. **811 for an Ambulance.**
- Dial a Senior Nurse for assistance:
  - **Nurse Arlene Nysus ext. 25215 or 497-2439**
  - **Nurse Jean Lakhan ext. 32296 or 680-1007**
- Ensure that all equipment is powered off after completion of lab exercises.
- UTT Student Handbook requires that students be insured to be in the laboratories.

**YOU WILL BE REFUSED THE OPPORTUNITY TO PERFORM A LAB EXERCISE IF YOU FAIL TO COMPLY WITH THE SAFETY RULES AND OUR PROCESSES**

**GENERAL LAB RULES**

- Always clean up your work area after completion of lab sessions.
- Clean up time is fifteen (15) minutes prior to the scheduled close of each session.
- Students must always be appropriately attired while in the labs, e.g. no short pants, no armless jerseys.
- No bags allowed in the labs (Student Affairs offer lockers for lease).
- No removal of equipment or materials from the labs, except with the authorization of the Technical Assistant.
- All lab experiments must be targeted for completion fifteen (15) minutes prior to the scheduled close to facilitate clean-up activities.
- Do not cover ventilation holes on the equipment.
- Do not alter any equipment or materials.
- Use all equipment with care.
- You will be held accountable for all equipment, materials and tools loaned to you while in the lab (Always verify what you receive or sign for, and check sign-off on return).
- Lost items shall be replaced at your cost.
- Labs outside the scheduled sessions shall only be offered on the request of the instructor and shall be at the convenience of the Technical Assistant and availability of the lab.
- Labs would be opened for use when the Instructor is present.
- You may be liable for the full cost of damages to equipment, materials and lab fixtures resulting from non-compliance or abuse of lab rules.
- You should acquire some small tools such as a 6" long nose-pliers, a wire stripper, a #1, 2 & 3 flat and Philip head screwdrivers as becomes necessary.

**NOTE**

- The labs are our workspace; safety and accountability are always first.
- Your group insurance encourages safety in the labs, so should all of us.