

Appendix F4

STUDENT SAFETY IN THE ENGINEERING LAB

1. All safety precautions shall be followed at all times.
2. Horseplay will not be permitted at any time in the lab.
3. Only the students attending a laboratory session, or students authorized by a School of Engineering faculty member, can be in the laboratory. Students shall not invite unauthorized persons to the laboratory.
4. Students are responsible for knowing the location and correct use of all safety equipment in the lab.
5. Two people must be in the lab when operating equipment. **NO ONE** may work alone!
6. Equipment use requires permission of a lab attendant, TA, or faculty member.
7. Students should be familiar with all safety devices, interlocks, and emergency stop devices prior to operation of any equipment. **DO NOT** operate equipment if the safety devices/interlocks are not functional, and report the situation to the lab attendant, TA, or faculty member immediately.
8. Safety glasses and other applicable Personal Protective Equipment (PPE) shall be worn whenever matching operations are in progress. PPE may also include (but are not limited to): gloves, safety (steel toe) shoes, safety vests, and hard hats.
9. All safety devices and shields shall be in place and operating properly prior to operating any equipment.
10. Do not distract anyone who is operating any equipment.
11. Safety zones shall be established around all moving equipment prior to its operation.
12. Personnel are not permitted inside of safety zone while equipment is in operation.
13. Students shall not run any unauthorized experiments or programs in the lab.
14. All unsafe conditions shall be immediately reported to the lab attendant, TA, or faculty member. If unavailable, contact the University Police Department at 510-885-3791.
15. Report **ALL** injuries to lab attendant, TA, or faculty member or UPD at 510-885-3791.
16. Think before connecting power supplies. Even low voltages can be dangerous. If in doubt, ask the instructor to verify your intended connections before applying power.
17. No liquids should be near exposed circuits or computer keyboards or monitors, as they can be conductive and damage the equipment. You will be responsible for such damage.
18. Tools and product samples can have sharp edges and should be used only for their intended functions.
19. Keep aisles clear. Do not place anything that could act as a tripping hazard where people need to walk. Examples of such items include (but are not limited to): wires, equipment, materials/supplies, and student's personal belongings such as backpacks. Spills constitute a tripping hazard and shall be cleaned immediately.
20. When working on electronic circuits, chairs and even footwear can generate enormous static electrical charges which destroy electronic circuits. Be grounded when in contact with equipment or persons.
21. If you have a cell phone, program the campus emergency number, (510) 885-3791 into it under "campus police" or "campus safety".

22. In the event of an emergency, dial 911 or x5-3791 from a phone to reach UPD.

I have read and understood the above Safety Rules and agree to abide by them.

Name (print): _____ Signature: _____

Date: _____

Name of class: _____