

Appendix F4: STUDENT SAFETY IN THE LABORATORY
Prepared by C.S.U.E.B. Department of Engineering

1. All safety precautions shall be followed at all times.
2. Horseplay will not be permitted at any time in the lab.
3. Students are responsible for knowing the location and correct use of all safety equipment in the lab.
4. There must be two people in the lab at all times while students are operating equipment. **NO ONE** may work alone!!
5. No equipment may be operated without express permission of the lab attendant, teaching assistant or faculty member.
6. Student shall be familiar with all safety devices, interlocks, and emergency stop devices prior to operation of any equipment.
7. Safety glasses shall be worn whenever machining operations are in progress.
8. All Safety devices and shields shall be in place and operating properly prior to operating any equipment.
9. Do not distract anyone who is operating any equipment.
10. Safety zones shall be established around all moving equipment prior to its operation.
11. Personnel are not permitted inside of safety zone at any time while equipment is in operation.
12. Students shall not run any unauthorized experiments or programs in the lab.
13. All unsafe conditions shall be immediately reported to the lab attendant, teaching assistant, or faculty member responsible for the lab. If unavailable, contact the University Police Department (UPD) at 510-885-3791.
14. Report **ALL** injuries to the lab attendant, teaching assistant, faculty member responsible for the lab or UPD at 510-885-3791.
15. 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.
16. No liquids around exposed circuits or computer keyboards or monitors. Liquids are generally conductive and will damage the equipment. You may be held responsible for such damage.
17. Tools and product samples can have sharp edges and should be used only for their intended functions.
18. Keep aisles clear and do not put wires where people need to walk.
19. Rolling chairs, and some types of footwear can generate enormous static electrical charges. Such charges can destroy electronic circuits. Please ground yourself before making contact with equipment, or other persons.
20. If you have a cell phone, program the campus emergency number, (510) 885-3333 into it under "campus police" or "campus safety".
21. In the event of an emergency, dial 911 from any campus phone to reach UPD. UPD can be reached at x5-3333.

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

Signed _____ Date _____