

ECS Laboratory and Shop Policies and Student Use Agreement

*This document must be completed and signed before work can be performed in the laboratory or the ECS Tech Shop .
Signing this document does not guarantee you a seat in the course.*

I. Responsibilities

Students are responsible for: 1) knowing, understanding, and following the rules and procedures 2) using the information provided by the instructor (including both oral and written instructions) 3) knowing and following instructions. Instructors are responsible for communicating: 1) instructions for proper use, 2), potential hazards 3) emergency procedures, as needed.

Failure to comply with the following rules could result in, but is not limited to: 1) reprimand, 2) dismissal from the class, 3) dismissal from the course, 4) privileges being revoked. If a lab is missed due to dismissal, make-ups will be at the discretion of the instructor, or administration.

II. General Laboratory and Shop Safety Rules

Initials: XH

- a. Conduct yourself in a safe, professional manner and be respectful of others at all times.
- b. Familiarize yourself with the location and use of all safety equipment and emergency exits.
- c. All incidents, such as injuries, chemical spills, breakages, and/or malfunctioning equipment, should be reported to the instructor or technician immediately.
- d. Food and drink are prohibited from all work areas.
- e. Use of cell phones/mobile devices or earphones/buds is prohibited.
- f. Work without an instructor or supervisor present is prohibited.
- g. Personal protective equipment must be worn when required (i.e., any work is being performed by anyone in the room).
- h. Enter areas only where authorized. (Do not enter the Tool Crib.)
- i. Wash hands and clean up after completing work and before leaving including: cleaning machines, when done, returning all the tools to the appropriate location, and vacuuming the area on and around equipment, if available.
- j. Experiments using utilities such as gas, water, steam, heat, etc. are not to be left unattended. If it is necessary to use these utilities overnight, you must attach a card signed by your instructor to the apparatus and notify the appropriate technician.

III. Use Personal Protective Equipment (PPE)

Initials: XH

- ☐ You are required to purchase and wear personal protective equipment that meets the following standards. Failure to comply will result in your removal from the laboratory.
- ☐ Wear department-approved protective eyewear (e.g., safety goggles or glasses). Contact lenses are not recommended.
- ☐ Closed-toed shoes that completely cover the foot and ankle must be worn at all times.
- ☐ Wear long pants or a skirt that reaches your shoes. No skin may be visible on legs or ankles.
- ☐ Wear a lab coat that reaches approximately mid-thigh and has long sleeves, when appropriate.
- ☐ Wear appropriate gloves when working with chemicals. (Consult safety data sheets as needed.) Gloves must be removed prior to leaving the lab.

IV. Equipment

Initials: XH

- a. Do not use any equipment unless you have been properly trained and instructed in their use.
- b. Do not attempt to alter or repair any piece of equipment. If it is not in proper working order, inform your instructor.
- c. Do not move any equipment without the permission of your instructor.

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- d. Clean all equipment immediately after you have finished using it, and if it was borrowed or checked out, return it immediately.

V. Specific Potential Hazards

Initials: XH

N/A <input type="checkbox"/>		Equipment Hazards	
Machinery (Mills, Lathe, etc.)*	Power Tools*	Hand Tools	
Flying Particles/Dust	UV Radiation (Welding/Torching)	Compressed Gas	
High Noise Levels	Pinch Points	Other:	
N/A <input type="checkbox"/>		Chemical Hazards	
Type of Chemicals		Chemical Handling	
Petroleum/Oils	Acids (pH <7)	Pouring/Mixing Chemicals	
Epoxy/Adhesives	Bases (pH >7)	Potential for Splash/Mist	
Flammables	Concrete	Hazardous Waste Generation	
N/A <input type="checkbox"/>		Airborne Hazards	
Welding/Cutting/Soldering Fumes	Concrete or Mineral Dust (silica)	Wood, Dirt, or Metal Dust	
N/A <input type="checkbox"/>		Electrical Hazards/Radiation:	
Voltage < 50 V	Voltage Between 50-100 V	Voltage > 120V	
Battery Handling/Testing	Electrical Testing Equipment	EMF/Microwaves/Radio waves	
N/A <input type="checkbox"/>		Walking/Working Surfaces:	
Uneven Surfaces	Wet/Slippery Floors	Working on Ladders	
N/A <input type="checkbox"/>		Miscellaneous Hazards	
Contact with Hot/Cold Objects	Sharp edges	Lifting Objects > 25 lbs.	
Working Outdoors	Working Near Roadways	Working in High Temperatures	

VI. Incidents, Evaluations, and Emergencies

Initials: XH

- All injuries must be reported to your instructor. As part of the university's efforts to provide a safe learning environment, the College Safety Committee reviews all incidents in an effort to improve program safety.
- Any other incident requiring immediate assistance should also be reported to faculty for appropriate response. In the event of a fire or incident requiring evacuation, faculty will direct students where to evacuate. **Dial 916-278-6900 to reach campus Public Safety or police from any phone.** Fire alarm pull stations are located by the exit of every floor.
- Call the Office of Environmental Health and Safety Hotline at 916-278-2020 for cleanup of non-emergency spills.
- In the event of an emergency, follow the directions of the instructor and/or floor marshal.
- In the event of an evacuation, follow the evacuations procedures.
- Know the location of emergency information (important phone numbers, safety data sheets) and equipment (e.g., fire extinguisher, eye wash station, safety shower, exits).

I acknowledge that I understand all of the above policies and agree to conform to its contents:

Student ID: 215808139 Course: CPE 191 Section: 01 Semester/Year: Fall 2023

Student Name: Xavier Howell Signature:  Date: 09/20/23

Instructor/Advisor: _____ Signature: _____ Date: _____