**LABORATORY SAFETY GUIDELINES (ENGG 102 COURSE)**

To ensure safe work practices in laboratories, the school of engineering at UOWD has adopted the following guidelines in material Science laboratory. These guidelines will be consistently enforced and non-compliance will result in marks deduction and/or suspension from the laboratory. We believe that understanding inherent hazards and learning how to be safe should be an integral and important part of the education process.

**General lab safety rules:**

1. Ensure you are fully aware of your facility's/building's evacuation procedures.
2. Be sure to read all fire alarm, safety signs and follow the instructions in the event of an accident or emergency.
3. Never use lab equipment that you are not approved or trained by your supervisor to operate.
4. Report all accidents or injuries to instructor immediately.
5. Do not work alone in the lab.
6. Never leave an ongoing experiment unattended.
7. If you notice any unsafe conditions in the lab, let your supervisor know as soon as possible.
8. Do not sit on laboratory benches or workstation.
9. Accessing other equipment’s or picking irrelevant items from cupboard or drawers of workstation are not advised, unless advised by your instructor.
10. Inform lab instructor in case you need any additional requirement.
11. All fabrication work to be carried out only on silicone project mat.
12. Handle the crafting tools carefully without damaging the work pad and workstation table.
13. Move very carefully through the lab.

## Housekeeping safety rules:

1. Keep your work area neat and free from any unnecessary objects.
2. Always turn-off the voltage power supply when you are attaching/ detaching power cord when suing the glue gun.
3. Before leaving the lab, always keep your surroundings clean and return all items in respective places, there may be penalty mark if you refused to do.
4. Use the trash bin to deposit any debris from your work station or surroundings.

## Dress code safety rules:

1. Make sure that loose clothing or dangling jewellery is secured, or avoid wearing it in the first place.
2. Never wear sandals or other open-toed shoes in the lab. Footwear should always cover the foot completely.
3. Never wear shorts or skirts in the lab.
4. Wear a full-length, long-sleeved laboratory coat or chemical-resistant apron.
5. Mobile phones or other electronic devices which are not related to experiments should be not allowed to use.

## Personal protection safety & hygiene rules:

1. Food and drink, should never be brought into the laboratory, follow lab safety signs.
2. Always wear safety gloves, lab coat/smock, goggles, face mask and appropriate shoe at laboratory when performing experiment.
3. Always recommended to wear respiratory mask who have allergic or health problem.

It is urged to follow above safety guidelines inside the laboratory and the university premises to keep ourselves safe and to avoid accidents to others.

**I have read the above safety guide and familiarized myself with the laboratory, equipment and materials safety issues. I shall adhere to all safety guidelines and safe working practices during my laboratory work as explained to me during the orientation session.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signatures: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_