



MANUFACTURING & WORKSHOP LAB SAFETY

GUIDELINES

The workshop contains many potential safety hazards. However, with proper control these hazards can be eliminated. University staff members or students, not assigned to the workshop that wishes to work on or with any machine tools, must first seek approval from the Lab engineer email [**mechlab@uowdubai.ac.ae**](mailto:mechlab@uowdubai.ac.ae).

A general workshop safety induction must take place before using the workshop. Below safety guideline must be read and followed before any work is carried out in the Engineering Workshop.

- Safety goggles, hearing protections, and respiratory masks must be worn at all times, when appropriate.
- Dress properly during all laboratory activities. Long hair, dangling jewellery, and loose or baggy clothes are a hazard in the laboratory.
- Long hair must be tied back and dangling jewellery and loose or baggy clothing must be secured.
- Do not wear clothing made from synthetic or synthetic blends. The synthetic fabric can burn vigorously, melt and produce bad skin burns.
- Shoes must completely cover the foot. No sandals are allowed.
- Be mindful of the dangers of hot surfaces and fast rotating equipment.
- Never work in the laboratory alone, always have another qualified person in the area.
- Wearing musical devices or mobile phone device that interferes with hearing is not allowed.
- Check the sticker on the machines whether “**Tested and Okay**” to use. Place Failure sticker, if not functioning during your use and report to Lab In-charge.
- Do not use any equipment unless you are trained and approved as a user by your instructor or staff. Ask for support, if you are unsure of how to operate something.
- All equipment should be inspected before use. Carefully examine the electrical power cords for safety hazards before connecting.
- Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
- Don't eat, drink, or smoke, in the laboratory
- Please don't yell, scream, or make any sudden loud noises that could startle others who are concentrating on their work.
- Lab users who take break interim of work more than 30minutes should return the tools in respective places.
- Distracting the working students by bring collegemates/friends, chatting, playing and noising strictly avoid inside the workshop lab.



- If any laboratory equipment is malfunctioning or in unsafe condition like making strange noises, sparking, smoking, or smells "funny," Report this to instructor or staff immediately.
- All accidents, no matter how minor, should be reported to the faculty/staff member supervising the laboratory immediately.
- Keep aisles clear and maintain unobstructed access to all exits, fire extinguishers, electrical panels, emergency showers, and eyewashes.
- Maintain Personal Protective Equipment's (PPE) as highly recommended for your safety and your belongings.
- Guards on machinery must be in place during operation. Sudden or unexpected motion can inflict serious injury.
- When you are done with your project, all components and tools must be dismantled and returned to the right locations. You are responsible for disposal of ALL unwanted materials and keep the work area clean.
- All machining works to be carried at standing position, sitting on chairs are considered to be unsafe practice.
- After-hours access to the workshop is NOT PERMITTED without prior approval from the workshop in-charge.
- Never adopt a casual attitude in the workshop and always be conscious of the potential hazards.
- Be familiar with the safety system in place such as first Aid, fire alarm, Fire extinguisher, safety gears and emergency contacts displayed in the lab.
- Protective clothing like apron or lab coat must be worn whenever cutting, welding and grinding to be done. Use respective safety gears for particular operation.
- Respiratory protection is needed when ventilation is not sufficient to remove welding fumes or when there is risk of oxygen deficiency.
- Always follow manufacturer's recommendations for using electrical equipment. Before turning equipment on, check that all power cords are in good condition.

The staff members, students and lab users understand and agree to observe the safety guidelines mentioned above when working in workshop laboratory. Failure to obey laboratory rules, the lab engineer and staff have the right to restrict your access to work in workshop and manufacturing lab.

I hereby read and agree the above laboratory rules to be followed during my workshop lab access and hold responsibilities for any hazard regards to my nature of work.

Name:

Date:

Signature