

## Laboratory Safety Rules

The following general rules and precautions are to be observed at all times in the laboratory. These rules are for the benefit of the experimenter as well as those around him/her. Additional rules and precautions may apply to a particular laboratory.

1. There must be at least two (2) people in the laboratory while working on live circuits or chemical processing at all times.
2. Closed toe shoes must be worn at all times.
3. Remove all loose conductive jewelry and trinkets, including rings, which may come in contact with exposed circuits. (Do not wear long loose ties, scarves, or other loose clothing around machines.)
4. Consider all circuits to be "live" unless proven otherwise!
5. When making AC measurements, form the habit of using only one hand at a time. No part of a live AC circuit should be touched by the bare hand.
6. Keep the body, or any part of it, out of the circuit. Where interconnecting wires and cables are involved, they should be arranged so people will not trip over them.
7. Be as neat as possible. Keep the work area and workbench clear of items not used in the experiment.
8. After finishing experiments, make sure the work area is clean and ready for other people to use.
9. Always check to see that the power switch is OFF before plugging into the outlet. Also, turn instrument or equipment OFF before unplugging from the outlet.
10. When unplugging a power cord, pull on the plug, not on the cable.
11. When disassembling a circuit, first disconnect power.
12. No ungrounded electrical or electronic apparatus should be used in the laboratory unless it is battery operated. (All equipment should have 3-prong plugs.)
13. Keep liquids, chemicals and food away from instruments and circuits.
14. Report any damages to equipment, hazards and potential hazards to the laboratory instructor.
15. When in doubt about electrical safety, see the laboratory instructor. Regarding a specific equipment, refer to the instruction manual provided by the manufacturer of the equipment.
16. Do not move any of the equipment from their place or out of any of the labs.
17. Return all cables or probes you borrow from wiring rack/cabinet back to their places and clean up your stations.

“I have read the SSU Engineering Laboratory Safety, and I will observe them throughout my laboratory work.”

Student Signature: \_\_\_\_\_

Lab Instructor: \_\_\_\_\_

Course: \_\_\_\_\_

Semester & Year: \_\_\_\_\_

**PLEASE SUBMIT THIS FORM TO CANVAS.**