

## EE and CPE LAB SAFETY RULES

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1. In case of emergency, dial 911.
2. The laboratory is a learning environment. Consider other students, their time, and their workspace. No roughhousing, running, playing or general unruliness.
3. No bare feet. Wear closed-toed footwear, while working in the laboratory or shop.
4. Do not eat or drink inside the laboratories.
5. Keep dangling jewelry, ties, headphones, or loose long hair away from rotating machinery. Do not wear metal rings or watches while working with energized circuits, especially high current circuits.
6. Use eye protection when soldering, using power tools, electric machines, or any other tool that may cause flying debris. When soldering, turn on the fume extractor and place it within 6 inches of the work area.
7. Always have at least one other person in the laboratory with you.
8. Keep equipment on the benches and positioned in a safe and stable manner.
9. Notify instructor or lab technician of malfunctioning or defective instruments. Tag faulty equipment for repair and do not use.
10. For safety reasons, metal cases around instruments and appliances use a third wire ground. Any departure from third wire ground usage, *e.g.*: "*cheater plugs*", requires specific direction and instructor supervision.
11. Do not make energized circuit connections by hand. High current/voltage circuits can pose lethal danger.
12. Read appropriate equipment instruction manuals and/or consult with the instructor before applying power or connecting unfamiliar equipment or instruments to any circuits.
13. [Do not energize equipment without first ensuring that no one is in a position to be injured as a result.] *awk* – [Ensure everyone in the lab is in a safe location and position before energizing equipment.]
14. Always acquire laboratory instructor approval before energizing circuits involving more than 120 volts between circuit points and/or ground.
15. Acquire specific authorization before performing additional procedures or utilizing equipment for applications outside intended use.
16. Do not bring unauthorized persons into the laboratories without instructor permission. Do not share door keys or key codes with anyone.
17. Improper handling of high current and/or high voltage is potentially life-threatening. These situations must be treated with great care to avoid endangering anyone in the vicinity. When using equipment utilizing more than 10,000 volts, *e.g.* *color T.V. circuits*, take precautions to guard against shock and radiation, primarily x-rays.
18. Observe special precautions when working with lasers in the photonics lab and microwave radiation in the microwave lab.
19. Do not attempt chemical or electro-chemical experiments or activities, *e.g.*: *printed circuit board etching*, without proper instruction and/or supervision. Perform approved activities only in areas designated for that purpose.
20. Some labs have web cameras. By entering, you agree to have your image recorded. Posted notices appear at lab entrances.

I \_\_\_\_\_, have read, understand and agree to the following mentioned laboratory safety rules.  
*Please Print Your Name*

Signature \_\_\_\_\_

Date \_\_\_\_\_  
*Please Sign Your Name*

Major \_\_\_\_\_

Course \_\_\_\_\_

***Return one copy to the instructor. Keep one copy for yourself.***

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