

**Laboratory Use Policy and Safety Guidelines**  
Department of Electrical and Computer Engineering  
Roy G. Perry College of Engineering  
Prairie View A&M University

**General Laboratory Safety Rules**

Lab Name \_\_\_\_\_ Course Number: \_\_\_\_\_

Instructor: \_\_\_\_\_ Semester: \_\_\_\_\_

The following safety rules are recommended for general use. The Laboratory Technician may modify this list to meet specific requirements.

1. "Horseplay" is hazardous and will not be tolerated.
2. No student may work alone in the laboratory at any time except to prepare flow diagrams and operating procedures. When hazardous operations are conducted, arrangements should be made to have another individual present in the lab.
3. Required personal protective equipment (PPE) must be provided by the department used whenever specified by the Laboratory Director/Technician.
4. Always wear appropriate clothing (e.g. shirts, shoes) and personal protective equipment (e.g. safety glasses, lab coats, gloves) in the laboratory. Remove personal protective equipment before leaving the laboratory.
5. Do not wear contact lenses in the laboratory when vapors or fumes are present.
6. Safety glasses with side-shields and plastic lenses must meet ANSI Standard Z87.1-1976 and must be worn at all times in the laboratory. Splash goggles or face shields will also be worn as prescribed by the Laboratory Director/Technician.
7. Sandals, open-toed shoes, high-heeled shoes, and shoes (or boots) with holes in the soles or having canvas uppers will not be worn in the laboratory. Shirts or blouses are required in the laboratories. Shorts and skirts are not permitted.
8. Long hair and loose items of jewelry or clothing **MUST** be secured during work with rotating machinery.
9. Each student **MUST** know the use and location of all first aid and emergency equipment in the laboratories, shops, and storage areas.
10. Each student must know the emergency telephone numbers to summon the fire fighters, police, emergency medical service or other emergency response services. These numbers **MUST** be posted at many places throughout the building.
11. Each student must be familiar with all elements of fire safety: alarm, evacuation and assembly, fire containment and suppression, rescue and facilities evaluation.
12. Underground wiring and two-wire extension cords are prohibited. Worn or frayed extension cords or those with broken connections or exposed wiring must not be used. All electrical devices must be grounded before they are turned on.
13. Each student **MUST** be familiar with approved emergency shutdown procedure before initiating any experiment.
14. Do not leave reactions unattended.

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15. No deviation from approved equipment operating procedures is permitted.
16. All laboratory aisles and exits MUST remain clear and unblocked.
17. No student may sniff, breath, or inhale any gas or vapor used or produced in any experiment unless directed to do so by the Laboratory Director/Technician.
18. All containers MUST be labeled as to content, composition, and appropriate hazard warning: flammable, explosive, corrosive, toxic, etc. The student's name and the date the container was filled MUST be on the label.
19. The instructions on all warning signs MUST be read and obeyed.

I, acknowledge that I have received the Electrical and Computer Engineering Laboratory Safety Guidelines. By signing below I agree to adhere by the guidelines expressed above. In the event that I do not follow the stated guidelines I understand that I may be subject to disciplinary action at the discretion of the immediate supervisor and Lab Manager. Such action may include, but is not limited to, removal of laboratory privileges as well as the ability to participate in future laboratory assignments. Such privileges will be reinstated after a meeting to review safety guidelines and the event that resulted in the removal of said privileges with the immediate supervisor and Lab Manager.

Student Name:

Student ID:

Student email:

Date:

**Emergency Contact information:**

Contact Name:

Relationship:

Contact Phone Number:

In the event of an emergency all attempts will be made to contact the person listed above