



**SCHOOL OF ELECTRICAL, COMPUTER AND TELECOMMUNICATIONS
ENGINEERING**

Laboratory Safety Regulations

(To be retained by the student for the duration of their course.)

GENERAL

Students are required to adopt safe working habits in laboratories. For further information, copies of relevant Australian Standards are available in the University Library. Students must learn the locations of the main switch (emergency trips, where installed), first aid box, fire extinguishers and the nearest telephone. Students who have any doubts about safety procedures should consult with the Laboratory Supervisor/Lecturer before proceeding with an experiment.

DRESS

Solid footwear must be worn in **ALL** laboratories and workshops at **ALL** times.

Eye protection that complies to Australian Standards must be worn in laboratories and workshops where there is a risk of materials impacting or becoming lodged in the eyes. A close fitting laboratory coat must be worn in all areas designated by the Head of the School as a laboratory coat area. Long hair and all free-flowing clothing, including headwear, must be restrained, i.e., tied back, when working in laboratories and workshops where rotating machinery is used or in any other area as designated by the Head of the School.

Access to laboratory classes shall be restricted to only those students and staff who comply with these safety dress regulations.

Anyone not meeting the above requirements will be asked to leave the area and will not be allowed to return until suitably attired. Credit will not be granted to students for time lost because they have been required to leave a laboratory for failing to comply with the above regulations.

PERSONAL BELONGINGS

Students are advised that bags and cases are **NOT** permitted in any of the laboratories. Storage racks that are available at the end of the corridor for bags to be stored safely.

Students are advised not to leave any valuables in their bags. In the case of laptops, mobile phones and wallets, these items may be taken into the laboratories and stored in an appropriate area, so as not to impact on the general safety of the laboratory.

ELECTRONIC TAGGING

All students should be aware that any electrical equipment that is to be connected to mains power within the University needs to be checked and approved by the Workshop Staff (Room 35.128) and tagged appropriately prior to use. Please see the Laboratory Manager, Mr Sasha Nikolic, to arrange inspections.

SMOKING, EATING, ETC.

Smoking, eating and drinking are **NOT** permitted inside the laboratories at any time.

CARE OF EQUIPMENT

All students are expected to take the utmost care in the handling of equipment. Equipment must not be moved from one bench to another unless approved by the Lecturer or Laboratory Supervisor. Details of any faulty equipment must be given to the Supervisor who will fill in a service card. Under no circumstances should students open the protective cover of equipment. At

the end of each experiment, all connections must be removed and the equipment switched off and disconnected from the mains and left in a tidy state. All borrowed parts and leads should be returned to their respective storage places.

LABORATORY ACCESS

Undergraduate Students - General

Expect where open access is permitted and forms for access have been completed, students must undertake laboratory experiments in scheduled laboratory classes.

Undergraduate Students - Projects

For safety reasons, students are not permitted to work alone in a laboratory. For this work there must be a second person in the immediate laboratory area (a member of the technical, laboratory, academic staff or another authorised student). If asked to leave by the University's Security personnel, you must leave. Remember **DO NOT** work alone. (More specific instructions are contained in the appropriate Subject Information Booklet.)

Postgraduate Students

All postgraduate students must advise their relevant supervisors if they intend to work outside normal working hours. The University's Security personnel must be informed when students are working beyond 10.00 p.m. on a weekday or beyond 6.00 p.m. on a weekend or holiday. Remember that students are not to carry out experimental work alone, at any time. (More specific instructions are contained in the appropriate Subject Information Booklet.)

FIRE ALARMS

In the event of the fire alarm being activated in the building in which you are located, you are to leave immediately in an orderly manner through the nearest exit.

FIRST AID

If there is an emergency situation (including medical emergencies) University Security must be contacted, ext 4555 or dial #1 at any Security telephone. If external Emergency Services are contacted for medical emergency situations (e.g., NSW Ambulance Service), please ensure that Security are also notified immediately, ext 4555 or dial #1 at any Security telephone.

In case of a major accident, immediately ring '0 000' and Security on '4555' as above and ask for an ambulance giving your name, exact location, the nature of the accident, etc. If possible, send someone to the Front Gate to receive and direct the ambulance.

In the event of an electric shock it is important to act as quickly as possible:

- De-energise the electric power supply without endangering yourself, and, if necessary, proceed to resuscitation;
- Instructions are displayed in all laboratory areas regarding resuscitation procedures.

Students who believe that they may be disadvantaged by these regulations are asked to discuss the matter with Mr Sasha Nikolic, Laboratory Manager.

Enquiries regarding any matters of safety should be directed to your Supervisor or the Head of School.

F Naghdy
Head of School.
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