SENIOR DESIGN LABORATORY SAFETY RULES

- **EMERGENCIES**: Dial 911 on the campus phone in the lab area. This will connect you directly to the campus safety department.

- **FIRST AID KIT**: This is available in the unlocked First Aid Cabinet in the locker area of the lab.

- **SAFETY SUPPLIES**: *Safety Goggles* are available in the First Aid Cabinet. These must be worn at all times for all machine and tool operations, or when handling chemicals, gasoline, etc. Flying debris, machine failure, or liquid splash can result at any time. Caution must always be observed. *Hearing Protection* is also available in the First Aid Cabinet. (Do not remove safety supplies from the lab.)

- **AFTER HOUR LAB USE**: There must be at least one other person in the lab while you are working after normal business hours (8:00-5:00, M-F).

- **SAFE WORK PRACTICES**:
  - Know the locations of the First Aid Cabinet and Eye Wash Station/Shower.
  - Know the location of the emergency phone.
  - Know the location of the nearest emergency exit.
  - Know the locations of fire extinguishers and the fire alarm pull-stations.
  - Appropriate personal protection equipment MUST be worn when using power tools or handling chemicals.
  - Do not wear any jewelry (including rings, watches, necklaces, etc.), personal stereos, or neck ties around any moving or rotating machinery. Secure loose hair and clothing when working near machinery.
  - Do not use any power tool, air tool or power supply unless you are knowledgeable of its safe operation. Before operating a machine, familiarize yourself with all machine controls, especially all safety features and emergency stop.
  - Lab benches should be kept clean.
  - Maintain a clean, uncluttered work area.
  - Report all accidents or unsafe conditions to course instructors.

Adapted from a presentation by the Laboratory Safety Institute  
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