

# Mechanical Engineering

## Instructional Laboratory and Student Shop Safety Guidelines

To insure safe practices in our laboratories, The Department of Mechanical Engineering has adopted the following guidelines. These guidelines will be consistently enforced and non-compliance will result in suspension from the laboratory. We believe that having an understanding of inherent hazards and learning how to be safe should be an integral and important part of the education process.

- All students must understand and agree to the information in this document, and *must sign the declaration prior* to undertaking any work in the laboratory
- Students are expected to demonstrate mature judgment and common sense in their work and conduct while working in the laboratory.
- Wear eye protection at all times in the laboratory.
- Dress properly during all laboratory activities. Long hair, dangling jewelry, and loose or baggy clothing are a hazard in the laboratory. Long hair must be tied back and dangling jewelry and loose or baggy clothing must be secured. Shoes must completely cover the foot. No sandals are allowed.
- Never work in the laboratory alone, always have another qualified person in the area
- Wearing an "iPod" or other device that interferes with hearing is not allowed.
- Perform only those experiments authorized by the instructor. Never do anything in the laboratory that is not called for in the laboratory procedures or by your instructor. Carefully follow all instructions, both written and oral. Unauthorized experiments are prohibited.
- Don't eat, drink, or smoke, in the laboratory
- Please report any unsafe behavior or condition to the instructor or staff
- Please don't yell, scream, or make any sudden loud noises that could startle others who are concentrating on their work.
- Do not use any equipment unless you are trained and approved as a user by your instructor or staff. Ask questions if you are unsure of how to operate something.
- If any laboratory equipment is malfunctioning, making strange noises, sparking, smoking, or smells "funny," Get an instructor or staff immediately. It is imperative that the instructor or staff knows of any equipment problems.
- All accidents, no matter how minor, should be reported to the faculty/staff member supervising the laboratory immediately.
- Keep aisles clear and maintain unobstructed access to all exits, fire extinguishers, electrical panels, emergency showers, and eyewashes.
- Do not use corridors for storage or work areas.
- Avoid using extension cords whenever possible. Extension cords should not go under doors, across aisles, be hung from the ceiling, or plugged into other extension cords.
- When using compressed air, use only approved nozzles and never direct the air towards any person.
- Guards on machinery must be in place during operation.
- Exercise care when working with or near hydraulically- or pneumatically-driven equipment. Sudden or unexpected motion can inflict serious injury.
- Flammable chemicals must be stored in an Approved Flammable Storage Cabinet
- No painting in laboratories or in the building (except in an approved designated area)
- No running gas or diesel powered engines in the laboratories (except IC Engine Laboratory)
- Make sure all chemicals are clearly and currently labeled with the substance name, concentration, date, and name of the individual responsible. **\*\*\*Please turn over**

- All pressurized containers (e.g. gas cylinders) will be secured with two welded link chains and label all ingredients to show nature and degree of hazard.
- When you are done with your project, all components must be dismantled and returned to proper locations. You are responsible for disposal of ALL unwanted materials.

**There is a safe way to do all jobs**

- **Ask yourself these questions:**
- **What are the worst possible things that could go wrong?**
- **How will I deal with them?**

**DO NOT perform the tasks or job until you have the answer to these questions.**

**MECHANICAL ENGINEERING LABORATORY SAFETY  
AGREEMENT**

I have read the Instructional Laboratory Safety Guidelines, and understand its contents. I agree to abide by all of its rules at all times in any Mechanical Engineering Instructional Laboratories. I understand that violation of safety regulations may result in my expulsion from the laboratory and that continued infractions may result in my being withdrawn from the course.

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Signature

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Date

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Print Name Legibly

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Instructor or Faculty Advisor

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Email address

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Telephone number

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Section (MondayFriday or WednesdayFriday)

\*\*\*Please turn over