

LABORATORY & WORKSHOP SAFETY GUIDELINES

Dear Students,

In our quest to provide quality engineering education, the Department of Engineering Design and Manufacture pledge to provide a safe and healthy working environment in our laboratories and workshops.

As part of the requirement for Safety & Health, it is utmost important that all of you comply with the safety guidelines as outlined below.

Please read these guidelines carefully, SIGNED and RETURNED the last page to the person in-charge of the laboratory/workshop session.

A. General Safety Procedures

1. There shall be NOT MORE than FIVE (5) students working in a group per equipment or per experiment.
2. Perform no unauthorised experiments, tasks or job and perform given experiments, tasks or job only according to directions.
3. Never work in a laboratory alone or at least without another person within easy call.
4. Smoking is not allowed in any area within the laboratories and workshops.
5. Wear safety glasses or face shields when working with hazardous materials and/or equipment.
6. Wear gloves when using any hazardous or toxic agent.
7. Clothing: When handling dangerous substances, wear gloves, laboratory coats, and safety shield or glasses.
8. Shorts and sandals are NOT to be worn in the lab and workshop. Safety shoes are required when working near machinery.
9. Wash hands before leaving the lab and before eating.
10. Consumption of food or beverages in the laboratory is strictly forbidden. Food may not be stored in refrigerators located in a laboratory.
11. For female students, tie back medium length and long hair when working near flames or entangling equipment and machineries.
12. Do not use any equipment unless you are briefed/trained as a user. Always ASK if you are in doubt!
13. Wear safety goggles when soldering or wire-cutting with side-cutters.
14. Take precaution and avoid breathing in flux fumes when soldering or welding. Switch on the fume extractor during soldering/welding process.
15. Take special care of a HOT soldering iron. NEVER touch the wires or cables.
16. Pregnant female students should take special care with exposure to certain chemicals, which can be harmful to fetal' development. Consult the Material Safety Data Sheet, Lecturer, Technician, or contact your Physician.
17. All accidents, no matter how minor, should be reported to the Department/Faculty member supervising the laboratory or, if unavailable, call the department main office at ext 5383 or (03) 79675383.

18. Know the location of all relevant safety equipment in the lab/workshop (e.g. first-aid kit, eyewash, fire extinguisher, fire blanket, safety showers and spill kit if applicable) and how to use them.
19. Maintain unobstructed access to all exits, fire extinguishers, electrical panels, emergency showers, and eyewashes.
20. Do not use corridors for storage or work areas.
21. Keep aisles free from obstructions - place bags at appropriate shelves which are located outside/inside the lab.
22. If leaving a lab unattended, turn off all ignition sources and lock the doors.
23. Be careful when lifting heavy objects. Lift comfortably, avoid unnecessary bending, twisting, reaching out, and excessive weights, lift gradually and keep in good physical shape.
24. Inform the Tutor/Lecturer/Technician of any medical conditions that you may have which could affect your performance in the laboratory, or could be aggravated by the work environments in the laboratory. Please produce evidence of your condition when requested.
25. Ensure all electrical circuits are checked by the technicians or tutor or the relevant technical staff BEFORE powering up. When in doubt, please ASK any member of staff available in the lab/workshop.
26. Let your group member(s) know of hazards that exist in your work area.

B. Disciplines and Attitudes

1. The laboratories and workshops are meant for conducting your experimental work, not for other non-academic activities. You will be asked to leave the lab immediately and serious action may be taken if you are found misusing or not adhering to the lab rules and regulations.
2. Never indulge in reckless behaviour in the laboratory and workshop.
3. Never adopt a casual attitude in the laboratory and always be conscious of potential hazards.
4. Never run in the laboratory or corridors.
5. Do not sit on workbenches.
6. Tidy up your workplace after each use.

C. Good Practice

1. Take care to ensure that electrical leads are not weakened by pulling in and out, and the plugs, sockets, etc, are in a serviceable condition.
2. Report all incidents or near misses to your lecturer or respective technical staff immediately.
3. Keep benches clean and free from apparatus that is not being used.
4. Clean working areas and return back equipment after use.
5. Wear a lab coat, apron and gloves when handling hazardous material/liquid.
6. Please ASK when you are in DOUBT!

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Please sign the Declaration Form overleaf and submit back to the person in charge of the laboratory / workshop session

D. Declaration Form (Please detach this page and submit to the person in-charge)

I have read, understood and attended the safety instruction briefing and will abide to the rules and regulations of all laboratories under the Department of Engineering design and Manufacture, Faculty of Engineering, University of Malaya.

SEMESTER :
(please tick) 1 2 *short sem*

YEAR : _____

STUDENT NAME : _____

MATRIX NO. : _____

COURSE CODE : _____

LABORATORY NAME : _____

SIGNATURE : _____

DATE : _____

-end-