LABORATORY SAFETY RULES

FACULTY OF ENGINEERING AND COMPUTING

Surname (Family name):

Other names:

Student number:

Department name:

Course title:

Supervisor’s Name

Students and Work experience people working in laboratories within the Faculty of Engineering and computing do so under the condition that they abide by the following safety rules and regulations. Faculty Safety Notes & Procedures can be viewed at the Technical Supervisor’s / Laboratory Manager’s offices, and all Faculty of Engineering labs. If they are missing please report to the above.

LABORATORY SAFETY RULES AND REGULATIONS

• In the event of an emergency dial 5, then state the building number, room number and type of assistance required.
• If you require Security help information or a Security person for assistance please ring 4444, then state the building number, room number and type of Security assistance required.
• Report all Hazards or Safety breaches on Curtin campus immediately to any Curtin Engineering staff.
• No food or beverages shall be taken into laboratories. Always act responsibly in a laboratory.
• Appropriate clothing and footwear (eg no thongs or footwear that does not enclose the complete foot) shall be worn in all laboratories. Footwear must be non-slip closed – in and sturdy.
• Safety glasses, ear protection and dusk masks must be worn where applicable. See local Technician.
• Smoking is not permitted in Curtin University buildings.
• Cases and bags shall not be placed on or under laboratory benches.
• All circuits shall be checked by the laboratory supervisor prior to power being switched on.
• Do not leave any circuit switched on longer than necessary for testing. Do not walk away and leave a circuit switched on. Always work in pairs if possible.
• On completion of laboratory use, test equipment shall be switched off, bench power shall be switched off, all wiring shall be disconnected and all equipment shall be returned (including test leads) to its original location.
• Observe the correct colour coding for wiring. Supervisor should check wiring before connecting power.
• When using a multimeter, check its range (set to the highest possible range first) and switch off when finished.
• No sitting, standing or lounging on benches or equipment is permitted.
• Students who are affected by alcohol or drugs shall be excluded from the laboratory.
• Students shall not enter laboratory areas without the permission of the Lab supervisor or Technical Supervisor.
• No internal repairs and / or pre-set adjustments shall be made to laboratory equipment by students or staff other than the technical staff, unless prior technical staff knowledge and authorisation is sought.
• All faulty equipment shall be reported to your supervisor who will complete a Equipment Fault Report form (form 9710009.Doc) and forward it to a technical staff member.
• Software copyright laws shall be adhered to and software applications shall be used for educational purposes only. Private use of laboratories / equipment shall not be permitted.
• All Soldering in ECE shall be conducted in 207:107b under general supervision of a Technician.
• Student's personal equipment, such as test equipment and computers, shall not be brought into the Department without prior technical staff knowledge and authority.
• Equipment shall not be relocated from a laboratory without technical staff knowledge and authority.
• Windows in air conditioned areas shall not be opened. All opened windows in other areas shall be secured.
• All forms for Chemical, Civil and Mechanical Engineering Departments to be returned to Student Contact Office 204 level 2.
• All Chemical Engineering labs, please refer to MSDS sheets held by the laboratory Technician
• All Electrical and Computer Engineering forms to be returned Technical Supervisor 207:106a.

All Safety Rules and Regulations, have been approved by the Dean of Faculty

Breach of these rules and regulations may result in either suspension, expulsion or restitution.

I hereby acknowledge that I have read the above rules and regulations and agree to abide by them.

Signature of applicant: ___________________________ Date: __________

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