

LABORATORY SAFETY POLICY AND GUIDELINES

Students failing to abide by these safety policies and guidelines will be removed from the laboratory, excluded from the experiment and may not be allowed to make it up.

1. Know the locations of the nearest fire extinguisher, first aid kit, and emergency telephone
2. Know where the main power switch is for each work bench
3. Know the procedure for a fire alarm: turn off electrical equipment, exit the laboratory and building in an orderly fashion through the nearest exit. Emergency Evacuation plans are posted in the building.
4. Never work alone in the laboratory. Students may not work in the Engineering Technology Laboratory without the presence/permission of the Classroom Professor, Laboratory Coordinator, or other appropriate supervisor.
 - a. Auraria campus buildings, and by extension rooms within, close daily. Students are not to remain in any building/laboratory/other room after the building's close time. For more information visit <https://www.ahec.edu/shared-campus-services-resources/building-hours1>
5. Only experiments authorized by the Classroom Professor, Laboratory Coordinator, or other appropriate authority, may be performed. No unauthorized experiments are allowed.
6. Be prepared to work in the laboratory. Read all procedures thoroughly, follow all verbal and written instructions carefully.
 - a. Set up and use equipment as directed by the Classroom Professor or Laboratory Coordinator.
 - b. Experiments must be personally monitored at all times. Do not wander around the room, distract other students, or interfere with the laboratory experiments of others.
 - c. De-energize open experimental circuits and equipment to be left (temporarily) unattended.
 - d. Horseplay, practical jokes, pranks, and attempts to surprise others are dangerous and prohibited.
7. Do not touch any equipment in the Engineering Technology Laboratory until instructed to do so.
 - a. If you do not understand part of a procedure or a direction, ask before proceeding!
8. Maintain a tidy work space & keep walk ways unobstructed.
9. Report any accident or injury, no matter how minor, to the Laboratory Coordinator.
 - a. For an emergency dial 911 from any campus phone, or 303-556-5000 from a cell phone
10. If you must reach for something, stand on a sturdy stool or ladder (available in AES 327); not a chair with wheels. If an item is heavy, have a partner help you lift and move the item.
11. Use proper safety gear. Use safety glasses when soldering.
 - a. Remove or secure loose fitting jewelry, clothing, and hair
12. Do not run wires or power cords over moving equipment. Do not conceal cords behind building surfaces. Route cords so they do not cross walk ways or hang bench to bench.
13. Unplug from power source any component before working on electronics such as wiring or arranging a circuit
14. Use your common sense: if something seems incorrect/wrong/dangerous/unsafe notify the Classroom Professor or the Laboratory Coordinator.
15. Food policies
 - a. No food, drink (including water), or gum at any laboratory station or any computer.
 - b. Food and drinks may be kept on the storage provided outside of the laboratory, away from computers and equipment.
 - c. This applies even if class is not in session. Anyone unable to follow these policies will be removed from the laboratory.

Written by EET Lab Coordinator: Kate McLaughlin

