

GUIDELINES FOR SHARING ROOM 100/101

- 1. Students and TAs must be aware of the attached lab safety guidelines.**
- 2. A TA or faculty member must be present when students are in the lab: the TA/faculty member will be held responsible for the safety of the students and the lab equipment. The TA/faculty member must ensure that the doors are locked when students leave the lab.**
- 3. Students need to ensure that lab equipment for AME 3122 are not tampered with. (There are hot plates and wind tunnel in the lab; it would be hazardous if one of these is turned on)**
- 4. Students need to clean up after lab use.**
- 5. Any malfunction must be immediately reported to the AME faculty member in charge.**
- 6. Privileges may be revoked if these guidelines are not strictly adhered to.**

AME ADMINISTRATIVE GUIDELINE – LABORATORY SAFETY

Safety is everyone's business. Prudent safety practices require that the involved individuals recognize that (i) known hazards need to be eliminated, (ii) potential hazards should be thoroughly investigated, and (iii) protection against known and potential hazards should be a way of life.

Although the University strives to provide safe equipment and a place to work, safety ultimately falls upon the person who works in the lab. That person must be constantly aware of his/her responsibility to himself/herself as well as to the University in order that the chance of serious injury, loss of life, or damage to equipment is minimized. The individual should constantly watch out for potential hazards; know the recommended operational procedures; if in doubt, consult the responsible person such as the technician or a faculty member before operating the equipment; report the potential or known hazards to the proper authorities; and take all necessary precautions. The following is a list of guidelines that should be followed by persons working in the AME laboratories. However, the individual should not construe that his/her responsibilities are limited to this list.

1. Persons in charge of labs should make a copy of these guidelines available to individuals working in their labs. Individuals who fail to follow these guidelines may be removed from the lab and/or may lose their privileges to use AME laboratories.
2. When working on experiments in a lab, there must be at least two people within reachable or communicable distance from each other. Exemptions may be granted by the person-in-charge of the lab for certain types of work which are commonly recognized as safe.
3. A clean and orderly work area will go a long way towards preventing accidents. Individuals should keep the vicinity of their working area clean.
4. Individuals should use protective equipment (e.g., gloves, masks, and eye protection, and ear muffs) wherever recommended.
5. Individuals should familiarize themselves with (a) fire exits in the lab, and (b) the locations and use of fire extinguishers and first-aid equipment.
6. Gas cylinders should be properly anchored such that they do not tip and fall.
7. Flammable liquids should be placed only in approved containers with proper labels and should be stored such that any leaked or vented vapors will not be ignited by a spark or a flame.
8. All accidents, hazardous materials spills, and malfunctions of equipment or facilities should be reported immediately to the concerned authorities.
9. New installations of electrical connections should be approved by qualified personnel.
10. Equipment should not be disconnected from existing installations without the approval of the individual concerned.
11. Equipment should be borrowed from any lab only following the procedures set by the person-in-charge of that lab.
12. Smoking is allowed only in designated areas.