

Safety Guidelines for Instructional Laboratory Sections

*School of Engineering
University of California, Merced*

The following guidelines are designed for your *safety*, and to promote *respect* for your fellow students, the TAs, the equipment, and the lab spaces. Your laboratory instructor has complete authority to enforce these rules and any other procedures needed to ensure safe practices in carrying out the laboratory work.

1. **Eating, drinking, chewing gum, applying cosmetics and smoking are prohibited in the laboratory.**
2. **Appropriate apparel should be worn.** Avoid wearing very loose, dangling clothing that may become caught on equipment. Long hair should be tied back to keep it out of the way. Please wear sleeve shirts, sleeve pants and closed shoes.
3. **Know the locations of the nearest exits and be familiar with the evacuation route in case of an emergency.** In the event of a fire alarm, immediately leave the lab room and meet your TA in the Quad. Look out for traffic (and emergency response equipment) which might be using Scholars Lane or other access routes.....
4. **Know the location of, and how to operate, the nearest fire alarm box.** If there is a fire in the lab, trigger the alarm and leave the lab immediately.
5. **Any accident, injury, explosion, or fire must be reported at once to the laboratory instructor.** The laboratory instructor, together with the laboratory coordinator and/or faculty instructor if appropriate, will determine whether the extent of an injury is serious enough to require medical care.
6. **Specific permission from the faculty instructor is required before you may work in a laboratory other than the one to which you have been assigned.**
7. **Do not work alone in the laboratory.** No laboratory work is to be done without supervision by a laboratory instructor.
8. **Horseplay and carelessness are not permitted.** You are responsible for the safety of others as well as yourself. This includes any equipment left out on the tables during discussion periods.
9. **Do not use equipment unless you have been properly instructed.**
10. **Return equipment to the original configuration at the end of lab.** This will allow the next section's students to begin the lab at the same starting point.
11. **Keep all backpacks and bags off of the work surfaces at all times.** All backpacks, bags, and other personal items not needed for the lab must be stored in the cubbies at the front of the room.
12. **Maintain your working area in a reasonable state of neatness.**
13. **Laboratory doors should never be left open.** Doors that are left open interfere with the ability of the building's HVAC systems to maintain proper airflow through fume hoods and proper indoor temperatures.