

# Teaching Laboratory Safety Procedures

## Electrical & Computer Engineering Department

This document outlines the safety procedures that the students must comply with during laboratory activities that are part of the Electrical and Computer Engineering courses.

***It is the responsibility of the faculty teaching the course to ensure that the procedures described in this document are implemented by the lab instructors.***

### **Instructions for Lab Instructor:**

Prior to the students performing any activities in the laboratory, it is the responsibility of the lab instructor(s) to

- 1) provide a copy of this document to the students
- 2) give a 15 minute safety orientation at the beginning of the semester  
this will include a discussion of each of the procedures listed below as well as any course-specific safety procedures
- 3) ensure that each student signs and dates this statement.

The lab instructor will then collect the signed papers and keep them for the duration of the semester.

### **Instructions for Students:**

Students must read this document carefully and thoroughly before attempting any laboratory activities. The lab instructor(s) will describe each procedure and address any questions that you may have. The student should print their name, sign and date at the end of this document to prove that you have received the safety orientation and that you understand the procedures outlined in the safety orientation given by the instructor, as well the procedures in this document.

### **General Safety Procedures for All Laboratory Courses**

Please read the following general safety procedures that are common to all laboratory activities.

1. Laboratories are places of work where there can be dangers so you must behave responsibly.
2. You must obey all posted signs and warnings as well as instructions issued by the lab instructor in the laboratory.
3. You must know the location of the fire extinguishers and their proper use.
4. You must know the location of First Aid kits

5. You will be instructed on the proper use of the lab equipment, and you should seek advice if you are unsure about a procedure.
6. The improper or unsafe use of laboratory equipment is potentially dangerous. Therefore you must not use lab equipment for purposes other than those described by the lab instructor(s) and/or those listed in the lab manual(s) for the class.
7. You must understand the emergency shutdown procedures (when necessary) for any lab equipment that you are using.
8. You must understand and comply with electrical safety procedures.
9. No food or drink are allowed inside any lab.
10. In the event of an emergency, contact the lab instructor(s) and/or appropriate emergency personnel immediately.

**Emergency phone numbers are:**

<b>Iowa State University</b>	<b>4-4428</b>
<b>Emergency Services</b>	<b>911</b>

I hereby state that I have read and understand the content of this Lab Safety Procedure statement and that the lab instructor(s) has (have) clarified all the procedures outlined. I agree to comply with the procedures listed in this statement.

Department: \_\_\_\_\_ **Electrical & Computer Engineering** \_\_\_\_\_

Course Number: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Date: \_\_\_\_\_

Student Name (print): \_\_\_\_\_

Signature: \_\_\_\_\_