



Environment, Health, and Safety Management System (EHSMS)

DEPARTMENT OF MATERIALS AND MECHANICAL TECHNOLOGY
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Health and Safety Guidelines: Electronics and Mechatronic Laboratory

- ✓ Make sure you know where your lab's safety equipment; including first aid kit(s) are located.
- ✓ Know emergency phone numbers to use to call for help in case of an emergency
- ✓ No person is permitted to work in the laboratory alone and after working hours
- ✓ Do not touch live electrical equipment or exposed live wires
- ✓ Ensure you are fully aware of your facility's/building's evacuation procedures
- ✓ "No food and Drink" is allowed in the laboratory
- ✓ Smoking is forbidden in the laboratory
- ✓ Always power down the electrical equipment after use and disconnect from the power socket
- ✓ Unless otherwise instructed, return all tools, equipment and unused specimens to the designated area or person
- ✓ "Do not wear rings, watches, necklaces, and any other loose metallic objects (electric shock hazard) while using electrical or electronic equipment or devices."
- ✓ Make sure that your hands and shoes are dry.
- ✓ Avoid spilled fluids making contact with electronic and electrical devices and equipment.
- ✓ In a sight of fire or smoke, inform the technical officers of the lab immediately
- ✓ "In an event of fire, leave the building by the most direct route. walk (do not run. do not use an elevator)"
- ✓ Report to the Fire Department if anyone is suspected of still being in the building after the general evacuation
- ✓ Report any near-miss events or accidents to your lab instructors or supervisors
- ✓ Familiarize yourself with the experiment, and equipment and seek advice, if necessary, from instructors, technicians or supervisors
- ✓ You must know how to stop a machine in an emergency before you start it
- ✓ Do not operate any unauthorized instruments or machines
- ✓ Inform the instructors and technical officers if an instrument or piece of equipment doesn't operate properly or fails during use
- ✓ Never try to repair equipment or fix a problem on your own.
- ✓ "Never try to retrieve a situation by reaching between moving parts, or by grabbing hot, corrosive, etc., surfaces."