**Lab Safety Expectations/ Rules**

Senior design projects provide wonderful hands-on experiences for students. The following safety rules will help to ensure every student has a safe, rewarding and valuable educational experience in the lab.

* At least two people should be present in the lab when equipment and/or tools are in use.
* Always ask if you are unsure about something.
* Long pants and closed toed shoes are required in the lab when equipment and/or tools are in use.
* In the event of an injury or exposure to a chemical, regardless of severity, the lab user must report to the instructor and complete an accident report. In the event of serious/severe injuries or exposures call 9-1-1 immediately for medical attention.
* Do not attempt to remove foreign objects from the eye or body. Seek medical attention immediately. If chemicals are splashed into the eyes, utilize an eyewash station to rinse eyes for 15 minutes before seeking medical attention.
* Report any damage or missing parts to tools/equipment to the instructor immediately.
* During repair, cleaning or oiling, machines and equipment MUST be shut off and locked out to ensure unauthorized startup does not occur.
* Neck ties, loose clothing, jewelry, gloves, etc. are prohibited around moving or rotating machinery. Long hair must be tied back or covered to keep it away from moving machinery.
* A brush, hook or specialized tool is preferred for removal of chips, shaving, etc. from work areas. Never use hands to clear work areas.
* Maintain the lab in a clean and orderly manner.
* Keep the floor clean, dry and free from trip and slip hazards.
* Food and drinks are prohibited in the lab.
* Review the Safety Data Sheet (SDS) for all chemicals used.
* Store oily rags in approved containers only.
* Used chemicals should never be poured down the drain or disposed outdoors. Contact Environmental Health & Safety for chemical disposal services.
* Clean up solvent and chemical spills immediately. In the event of a large spill, contact Environmental Health & Safety emergency response team for cleanup services.
* Know the location of the fire extinguisher, eyewash station, first aid kit, and fire escape route for your room.