

# Student Safety in Laboratories

## Introduction

As a student of the School of Electronic & Communications Engineering, your safety is paramount. Health and safety at work is addressed within the Institute through the medium of The DIT Safety Statement (available at <http://www.dit.ie/DIT/healthandsafety>). This statement identifies hazards within the Institute and specifies control procedures to minimise the risk associated with each specific hazard.

Your compliance with the rules of the Institute together with a common sense approach to your activities within the Institute will ensure your safety.

## Safety within The School of Electronic & Communications Engineering

In addition to the DIT Safety Statement, The School of Electronic & Communications Engineering maintains a supplemental safety statement addressing specific hazards within the School (available at <http://www.electronics.dit.ie>). These hazards are associated with normal student learning activities in the School's laboratories.

Specific hazards include but are not limited to –

- Possibility of electric shock when working with electric and electronic circuits and equipment
- Possibility of fire resulting from use of defective electrical equipment
- Possibility of burns when using soldering equipment
- Possibility of cuts and eye injury when using tools such as pliers and knives

The laboratory rules are enforced to ensure your safety when undertaking laboratory activities. The rules also govern general student conduct in laboratories. The rules are reproduced on the following page –

# Laboratory Rules

## General Rules of Conduct in Laboratories:

1. You are expected to arrive on time and not depart before the end of a laboratory.
2. You must not enter a lab unless you have permission from a technician or lecturer.
3. You are expected to comply with instructions, written or oral, that the laboratory instructor gives you during the course of the laboratory session.
4. You should behave in an orderly fashion at all times in the lab.
5. You must not stand on the stools or benches in the laboratory.
6. Keep the workbench tidy and do not place coats and bags on the benches.
7. You must ensure that at the end of the laboratory session all equipment used is stored away where you found it.
8. You must put all rubbish such as paper outside in the corridor bins. Broken components should be returned to the lab technician for safe disposal.
9. You must not remove test equipment, test leads or power cables from any lab without permission.
10. Eating, smoking and drinking in the laboratories are forbidden.
11. The use of mobile phones during laboratory sessions is forbidden.
12. The use of email or messaging software for personal communications during laboratory sessions is forbidden.
13. Playing computer games in laboratories is forbidden.

## Specific Safety Rules for Laboratories:

1. You must not damage or tamper with the equipment or leads.
2. You should inspect laboratory equipment for visible damage before using it. If there is a problem with a piece of equipment report it to the technician or lecturer. DO NOT return faulty equipment to a storage area
3. You should not work on circuits where the supply voltage exceeds 40 volts without very specific approval from your lab supervisor. If you need to work on such circuits, you should contact your supervisor for approval and instruction on how to do this safely before commencing the work.
4. Always use an appropriate stand for holding your soldering iron.
5. Turn off your soldering iron if it is unlikely to be used for more than 10 minutes.
6. Never leave a hot soldering iron unattended.
7. Never touch a soldering iron element or bit unless the iron has been disconnected from the mains and has had adequate time to cool down.
8. Never strip insulation from a wire with your teeth or a knife, always use an appropriate wire stripping tool.
9. Shield wire with your hands when cutting it with a pliers to prevent bits of wire flying about the bench.