NC 101 Laboratory Safety Rules

1. The Professor or Graduate Assistant must be present at ALL times when machines are being used.

2. Students must:

   • Wear Safety glasses or appropriate eye protection at all times.

   • Be certain that you have received proper instruction before using equipment.

   • Observe safe work practices and do not work alone in the lab.

   • Be certain that no machine is left running unattended at any time.

   • Clean all machines of chips and wipe down after each use.

   • Wear appropriate clothing for the work environment.

       o Open-toed shoes are not permitted in the laboratory.

       o Loose fitting clothing and jewelry are not permitted.

       o Long hair must be tied back and contained.

   • Keep and leave the work area clean and orderly.

   • Clean up all oil or liquid spills from the floor immediately.

   • Place all scrap materials in the designated containers.

   • Receive permission from the instructor, Department Chair, and/or the Laboratory Coordinator before bringing any hazardous materials into the laboratory. MSDS sheets must be provided.

   • Report any injuries to the Professor or Graduate Assistant immediately.

   • Report broken or damaged tools or equipment to the Professor or Graduate Assistant immediately.