

Lab Safety Policy Effective 08/21/2012

ABC NorCal is committed to providing a safe and productive lab environment for our students. **We require our students to adhere to this Lab Safety policy.** Since all lab operations contain some elements of danger, safe working habits are essential!

All students will be given a safety orientation by their instructor before the first lab of the course in which they are enrolled, covering the locations and operations of safety and emergency equipment such as fire extinguishers, first aid kits, power disconnects, telephones and emergency exits.

General Lab Safety

- Students cannot bring or consume food or drink in any ABC NorCal (or its affiliates') Training Center lab.
- Students are expected to do their part in keeping the lab area clean and organized to avoid slip, trip and fall hazards. Students must pick up after themselves. Spilled liquids should be wiped up immediately to prevent slips and falls; tools are to be returned to their proper places; the lab area must be tidied before the class ends. Students should be as careful for the safety of others as for their own.
- Students may not smoke inside the lab at any time.
- Students must wear appropriate clothing and avoid wearing bulky or oversized clothes. The following are required:
 - Long sleeve shirts. Natural fiber such as cotton – No Synthetics such as: Acetate, polyester, nylon, polypropylene or spandex or any combination of synthetics.
 - Long pants. Natural fiber such as cotton – No Synthetics such as: Acetate, polyester, nylon, polypropylene or spandex or any combination of synthetics.
 - Closed toe shoes.
- Students with long hair must tie it back or put it up under a cap.
- Students must remove and store watches, jewelry and safely store cell phones, data devices, or pagers.
- Students must wear eye protection (safety glasses) at all times.
- When students move heavy lab objects they should always “lift with their legs” and get others to help.
- Unauthorized person(s) are not allowed in ABC NorCal (or its affiliates') labs. “Authorized” means having a reason to be in the lab, the permission of the Instructor, and the presence of the Instructor.
- Labs will be locked except during lab classes or other authorized use. For their own safety, students should not enter a lab unless an Instructor is present.
- Report all lab problems (defective equipment, tools or materials) to an Instructor or Lab Coordinator.
- **In case of any lab emergency, call 911.**

Electrical Safety

- Students shall not energize any lab projects! Only ABC NorCal (or its affiliates) Instructors or designees are qualified and authorized to energize and de-energize lab projects!

- Students shall not make any changes to a circuit or mechanical device while it is energized.
- Students should become familiar with the electrical hazards associated with the type of lab project on which they are working.
- Use extension cords only when necessary, and only on a temporary basis.
- Discard damaged cords, cords that become hot, or cords with exposed wiring.
- Learn the correct handling procedures for batteries, cells, capacitors, inductors and other high energy-storage devices.
- Report faulty equipment immediately to an Instructor or the Lab Coordinator. Do not use the equipment until it is inspected and declared safe by that Instructor or Lab Coordinator.

Electrical Emergencies

Electrical Shock

In an electrical shock situation students must know the following in order to act quickly.

- **Know where the lab's electrical power source disconnect is located.**
- If someone suffers serious electrical shock, he/she may be knocked unconscious. If the victim is still in contact with the electrical current, **immediately turn off the electrical power source.**
- **Important: NEVER touch a victim who is still in contact with an electrical power source** (and do not let anyone else touch the victim). **A person can be electrocuted by doing so!**
- **Call 911 immediately.**
- Give the victim appropriate first aid **after** the electrical power source has been disconnected.

Electrical Fire

In an electrical fire situation students must be prepared to act quickly.

- Notify the Instructor immediately if a fire breaks out in a lab.
- If the fire is small and no one is in immediate danger, any available fire extinguisher may be used to put it out. **Water should never be used to put out an electrical fire.** If at all possible allow the Instructor to attempt to put out the fire.
- If at any time you feel there is a potential risk to your safety, immediately evacuate the lab.
- **Call 911 immediately.**

Remember:

- **Read and understand this policy!** A student must know these guidelines before working in a lab and always observe them once he/she does know them. It is a student's responsibility to ask the Instructor any questions he/she may have.
- **Never work on a lab project unless an Instructor is present.**