

## Appendix D

### LABORATORY REGULATIONS AND SAFETY RULES

The following Regulations and Safety Rules must be observed in all concerned laboratory location.

1. It is the duty of all concerned who use any electrical laboratory to take all reasonable steps to safeguard the HEALTH and SAFETY of themselves and all other users and visitors.
2. Be sure that all equipment is properly working before using them for laboratory exercises. Any defective equipment must be reported immediately to the Lab. Instructors or Lab. Technical Staff.
3. Students are allowed to use only the equipment provided in the experiment manual or equipment used for senior project laboratory.
4. Power supply terminals connected to any circuit are only energized with the presence of the Instructor or Lab. Staff.
5. Students should keep a safe distance from the circuit breakers, electric circuits or any moving parts during the experiment.
6. Avoid any part of your body to be connected to the energized circuit and ground.
7. Switch off the equipment and disconnect the power supplies from the circuit before leaving the laboratory.
8. Observe cleanliness and proper laboratory house keeping of the equipment and other related accessories.
9. Wear proper clothes and safety gloves or goggles required in working areas that involves fabrications of printed circuit boards, chemicals process control system, antenna communication equipment and laser facility laboratories.
10. Double check your circuit connections specifically in handling electrical power machines, AC motors and generators before switching "ON" the power supply.
11. Make sure that the last connection to be made in your circuit is the power supply and first thing to be disconnected is also the power supply.
12. Equipment should not be removed, transferred to any location without permission from the laboratory staff.
13. Software installation in any computer laboratory is not allowed without the permission from the Laboratory Staff.
14. Computer games are strictly prohibited in the computer laboratory.
15. Students are not allowed to use any equipment without proper orientation and actual hands on equipment operation.
16. Smoking and drinking in the laboratory are not permitted.

All these rules and regulations are necessary precaution in Electrical Laboratory to safeguard the students, laboratory staff, the equipment and other laboratory users.