# APPENDIX II

## LABORATORY  REGULATIONS  AND SAFETY RULES

# 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 are 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 safety 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 the 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 are 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.**