

**Revised: Feb. 8/2012**

## **Department of Materials Engineering**

### **Safety Rules**

(a) Lab/area specific safety rules

Supervisors may have specific safety rules for their areas. These need to be posted and may be provided in written form. The supervisor makes sure that the safety rules are communicated and that they are followed.

(b) Department safety rules

These safety rules are general to students/staff working in the department. All personnel should become familiar with these basic safety rules.

- (a) **Suitable eye protection** must be worn at all times, in laboratories and other indicated hazardous areas, by all personnel and visitors. (Suitable eye protection depends on the area and activities. Supervisors are to determine the minimum requirements.)
- (b) **Lab coats** have to be worn by in all laboratories where chemical hazards exist. Lab coats are required for all undergraduate labs.
- (c) No **bare legs** are permitted in any laboratory (research or undergraduate) or any shops area or in any area of stores.
- (d) No **open-toed footwear** is permitted in any laboratory (research or undergraduate) or any shops area or in any area of stores. Footwear must cover the whole foot.
- (e) **Long hair** must be tied back on any person when present in any laboratory (research or undergraduate), shops area and stores.
- (f) **Eating** and storage of **food or drink** items is not permitted in any laboratory (research or undergraduate), the shops or any area of stores.
- (g) **“Horesplay”**, practical jokes, unnecessary running, threats, assaults and fighting are prohibited.
- (h) All employees and students are required to maintain **clean** and **tidy** work areas and keep aisles and exits clear of clutter.
- (i) **Emergency equipment** must be readily accessible at all times. Examples include: eyewashes, safety showers, electrical panels, fire extinguishers, fire alarms etc.
- (j) In some areas **steel-toed footwear** may be required if deemed necessary by the supervisor or the department.

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- (k) **Defective equipment and facilities** must be repaired prior to use or measures must be put in place to prevent use by others until repaired.
- (l) **Dangerous goods** (as defined by the transport of dangerous goods regulations) may not be shipped from, or received into the department except by trained and qualified personnel. (The stores keeper has TDG certification.)
- (m) All personnel must receive **adequate safety training prior** to commencing any work.
- (n) Building entrance **doors** may not be left **propped open**. This may pose a security risk to other occupants.
- (o) No **earphones** may be used in lab or shops areas.
- (p) **Working alone** outside of normal weekday hours in a lab or shops area may be done only as per the supervisor's working alone policy.