

LINEAR ELECTRONICS LABORATORY

SAFETY RULES & REGULATIONS

1. Observe and abide all warning signs and safety notices.
 2. Familiarise yourself with the emergency evacuation procedure and the location of the nearest exit and assembly area.
 3. In case of fire emergency, do not use lift, evacuate through the nearest exit and stair, and adhere to fire warden's instruction for safe evacuation.
 4. Eating, drinking or smoking is strictly prohibited in the lab.
 5. Only covered shoes are allowed. Students wearing slippers or sandals will be denied entry.
 6. Similarly, shorts or skirts above knee caps are prohibited in the lab.
 7. No mischievous or malicious behaviour is allowed in the lab.
 8. No construction work that requires workshop tools should be carried out in the lab. Use the ECE workshop instead.
 9. No heat work that produces open flame or noticeable amount of smoke is allowed in the lab.
 10. No hazardous or toxic tools/equipment/chemicals/materials are allowed in the lab. When in doubt, check with the lab staff.
 11. Users should take the full responsibility to find out and follow the safety instructions on how to utilize the lab tools/equipment or the approved tools/equipment/chemicals/materials that they bring into the lab.
 12. Never misuse tools/equipment, e.g. using the soldering iron to enlarge a hole on a plastic box to fit a switch.
 13. Never use defective tools/equipment. Report to the lab staff immediately if the defective tool/equipment belongs to the lab.
 14. Leave all maintenance and repair work to the maintenance personnel.
 15. Read the activity instructions carefully before attempting any experiment.
 16. Switch OFF the DC power supplies outputs before modifying any circuit connection.
 17. For any hazardous work, besides first getting permission from the lab staff, safe operating procedure/safe work procedures must be referred and adhered to at all times.
 18. Switch OFF ALL equipment that you used and tidy up your workplace before leaving the lab. Do not discard items that are reusable, e.g. wires.
 19. Report any incident, accident or injury to the lab staff immediately, then follow emergency procedures as necessary.
 20. Always check with the lab staff when in doubt.
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I have read and understood all the safety rules & regulation stated above.

In order to avoid damage to equipment and injuries to myself and others, I promise to observe and obey these laboratory safety rules and regulations at all times.

Abiding by these safety rules & regulations is a condition for working in the Linear Electronics Laboratory.

Full Name: _____

Matric No.: _____

Lab Module: _____

NRIC/FIN No.: _____

Contact No.: _____

Signature: _____

Date: _____