

SAFETY INSTRUCTIONS
FOR
MECHANICAL AND INDUSTRIAL ENGINEERING
LABORATORIES

OVERVIEW:

This document is intended to ensure the safe operation of the Mechanical and Industrial Engineering Laboratories. Students are expected to conduct experiments in a safe manner respecting the physical well-being of their fellow students and themselves. Students should read and understand all contents of this document and are required to sign the **Laboratory Usage Agreement** located at the end of this document. NJIT's complete set of safety guidelines, **The Safety and Environmental Management Program Manual**, may be accessed through the **Highlander Pipeline** homepage under **NJIT RESOURCES**.

GENERAL LABORATORY RULES:

- **BE PREPARED.** Read and fully comprehend the lab procedure as set forth in the lab manual before you begin any experiment. If you do not understand the procedure, see your instructor/TA.
- **THINK SAFETY.** Work deliberately and carefully. No horseplay
- **ALL LABORATORY STUDENTS MUST BE SUPERVISED** Never work alone
- **KNOW THE HAZARDS OF ANY MATERIALS OR MACHINERY YOU ARE WORKING WITH.** The laboratory manual and/or instructor will review specific safety issues on individual experiments before you perform any tests.
- **ALL STUDENTS MUST WEAR APPROPRIATE SAFETY EQUIPMENT.** Safety goggles must be worn anytime any laboratory experiment is being performed. Additional safety equipment must be utilized based on specific experiment requirements.

- **ALL STUDENTS MUST WEAR APPROPRIATE LABORATORY ATTIRE.** No open toed shoes; no loose fitting clothing; Jewelry should be removed; long hair should be tied back
- **NO FOOD OR BEVERAGE IN THE LABORATORY.**
- **KNOW EMERGENCY PROCEDURES.** Make note of fire escape routes and emergency phone locations.
- **REPORT ANY PERCEIVED SAFETY HAZARDS.** Immediately report any spills, equipment malfunctions, injuries or other perceived safety hazards to your Instructor / TA / or staff member.
- **KEEP YOUR WORK AREA CLEAN.**
- **FAILURE TO CONFORM WITH ANY OF THE ABOVE RULES MAY RESULT IN NOT BEING ALLOWED TO PARTICIPATE IN THE LABORATORY EXPERIMENT.**

IN CASE OF EMERGENCY:

CONTACT NJIT PUBLIC SAFETY IMMEDIATELY @

- (EXT 3111 CAMPUS PHONE)
- (1-973-596-3111 PUBLIC PHONE)
- (NO DIAL ENTRY NEEDED FOR CAMPUS EMERGENCY PHONES)

HAVE THE FOLLOWING INFORMATION READY WHEN SPEAKING TO THE PUBLIC SAFETY DISPATCHER:

- NATURE OF EMERGENCY
- LOCATION (BUILDING AND ROOM NUMBER)
- NUMBER OF PEOPLE INVOLVED / INJURED

WAIT FOR FURTHER INSTRUCTIONS FROM DISPATCHER. DO NOT HANG UP.

FIRE ALARM:

ALL BUILDING OCCUPANTS MUST EXIT THE BUILDING WHEN THE FIRE ALARM IS ACTIVATED. (DO NOT USE ELEVATORS)

LABORATORY USAGE AGREEMENT:

I have read and agree to observe all laboratory safety rules. I understand these rules are to ensure my own safety, and that of my fellow students, instructors, and staff members. I will cooperate to the fullest extent to maintain a safe laboratory environment. I will follow all written and oral instructions provided by my instructor. I am aware any violation of these rules may result in not being allowed to participate in the laboratory experiment, receiving a failing grade, and/or dismissal from the course.

First and Last Name:

Student ID # :

Signature and Date: