NC 101 Laboratory Safety Rules

1. The Professor or Graduate Assistant must be present at ALL times when machines are being used.

2. Students must:
   
   - **Wear Safety glasses** or appropriate eye protection *at all times*.
   
   - Be certain that you have received **proper instruction** before using equipment.
   
   - Observe **safe work practices** and do not work alone in the lab.
   
   - Be certain that no machine is left **running unattended** at any time.
   
   - **Clean all machines** of chips and wipe down after each use.
   
   - Wear **appropriate clothing** for the work environment.
     
     - Open-toed shoes are **not permitted** in the laboratory.
     
     - **Loose fitting clothing and jewelry** are not permitted.
     
     - Long hair **must be tied back** and contained.
   
   - Keep and leave the work area **clean** and **orderly**.
   
   - Clean up all **oil or liquid spills** from the floor immediately.
   
   - Place all scrap materials **in the designated containers**.
   
   - Receive permission from the instructor, Department Chair, and/or the Laboratory Coordinator before bringing any **hazardous materials** into the laboratory. **MSDS sheets must be provided**.
   
   - Report any **injuries** to the Professor or Graduate Assistant immediately.
   
   - Report **broken or damaged tools or equipment** to the Professor or Graduate Assistant immediately.