Laboratory Rules A

Laboratory rules for all students working in this School

NOTE: For experiments conducted in the Power Laboratories, "Laboratory Rules B" also apply.

The attention of all students is also drawn to the University of Adelaide Rules for Student Conduct http://www.adelaide.edu.au/policies/33/.

1. No student will be permitted to perform a practical unless he/she has provided evidence of adequate preparation for the practical according to the written specifications provided. Failure to produce such evidence will result in automatic preclusion from the practical session.

2. The Head of School may exclude any student from any laboratory program for any cause deemed sufficient and shall report every such exclusion, and the grounds for it, to the Executive Dean. The Dean may reverse, vary or confirm the exclusion upon such terms as he/she shall think fit.

3. For students taking regular courses involving laboratory work in the School an appropriate laboratory will be open daily during term time (weekends and holidays excepted) at such hours as shall be considered necessary by the Head of the School concerned.

4. Undergraduate students will not be permitted in laboratories or work areas outside scheduled timetabled times. Undergraduate students are to commence packing up 10 minutes prior to the scheduled end of practical session.

5. Persons engaged in advanced work or research may work at such times as the Head of School may arrange.

6. Whenever necessary and possible, each student will have a definite working place assigned, which may not be changed without permission. To avoid congestion or disruption, students must not move about the laboratories unnecessarily or make undue noise.

7. Paper and refuse of any kind must be placed in the receptacles provided for the purpose. No solid material of any kind shall be thrown into sinks.

8. Students are responsible for the cleanliness of their apparatus and work places or benches, which must be left clean and tidy after each practical session. Equipment and apparatus put out for student use should not normally be put away in the cupboards by students. Bags are to be stowed under benches or in nominated areas. Aisles are to be kept free from obstructions.

9. All preparations and equipment made from materials supplied by the School shall remain the property of the School.

10. Students may be held responsible for damage to equipment and apparatus, on such basis as the head of the School may determine.

11. No experiments of a dangerous nature may be performed in laboratories.

12. Any accident must be reported at once to the person currently in charge of the laboratory.

13. The use of floor-level open-bar heaters and floor-level fan-heaters in laboratories is prohibited.

14. Close fitting closed-toe shoes must be worn in workshop and laboratory areas. Shirts that cover the back and shoulders must be worn in workshop and laboratory areas. In particular sandals, thongs, backless or loose fitting shoes, tank tops and sleeveless T-shirts are not permitted. Long hair must be tied back out of the way.

15. Eating and drinking are not permitted in laboratories and other places as specified.
16. Any student may be excluded from any laboratory session if deemed to be insufficiently prepared or to have infringed any of the above rules. Any student refusing to obey a reasonable order given by a demonstrator or by a member of staff, in regard to any safety issue or in regard to infringements of any of the above rules, shall be reported to the head of School for possible disciplinary action.

17. Students are reminded that the constraints of Copyright legislation apply to some of the material issued for laboratory work. In the case of computer software it is illegal to make unauthorised copies of proprietary software and illegal to take any such copies of software away from the University. Heavy fines may apply under the relevant legislation.

**Soldering Components**

If it is ever necessary to solder components onto circuit boards you must follow the Safe Operating Procedure (Soldering/Desoldering powered equipment). This includes using the fume filter units provided and wearing appropriate personal protective equipment, including glasses and, if thighs are exposed, an apron. These are provided in most undergraduate laboratories or from the School Store.

**Qualified First Aid Personnel**

First aiders in the School are listed on the Emergency Procedures notices around the School.

**Evacuation Procedure**

On hearing the evacuation signal please leave the building in an orderly manner and assemble at the designated assembly point. The assembly area is listed on the Emergency Procedures notices around the School. Follow the directions of the emergency wardens or your demonstrator.

*Under no conditions must you re-enter the building until the Chief Warden informs you that it is safe to do so.*

**Acknowledgement**

You must complete the electronic sign-off in MyUni to acknowledge you have read, understood and will abide by these rules.

Assoc Prof Cheng-Chew Lim

Head of School