



MARINE INSTITUTE

Shop and Lab General Safety Rules

1. No smoking in shops or labs.
2. No unsupervised access permitted in shops or labs, without the written approval of the School Head.
3. Report accidents, injuries or potential accidents to the instructor/demonstrator immediately.
4. Horseplay or excessive noise will not be tolerated in shops or labs.
5. Personnel Protective Equipment that is identified by the Instructor/Demonstrator must be worn at all times in these areas.
6. All damaged or defective equipment is to be reported to the Instructor/Demonstrator immediately.
7. All shop and lab working areas must be kept clean and tidy and equipment stored as per instructions. Oil and water spills must be cleaned up immediately.
8. Never remove any equipment, materials or chemicals without proper authorization.
9. Students and guests should familiarize themselves with the location of eye wash stations, first aid kits, fire alarms, fire extinguishers and have an understanding of the appropriate response procedures as required.
10. Follow all specific shop and lab rules and procedures provided by the Instructor/Demonstrator.
11. Follow the requirements provided by the Instructor/Demonstrator, with respect to food and drink in the shop or lab.

Issued: November 5, 2007

Catherine Dutton, Head, School of Maritime Studies

DATE: _____

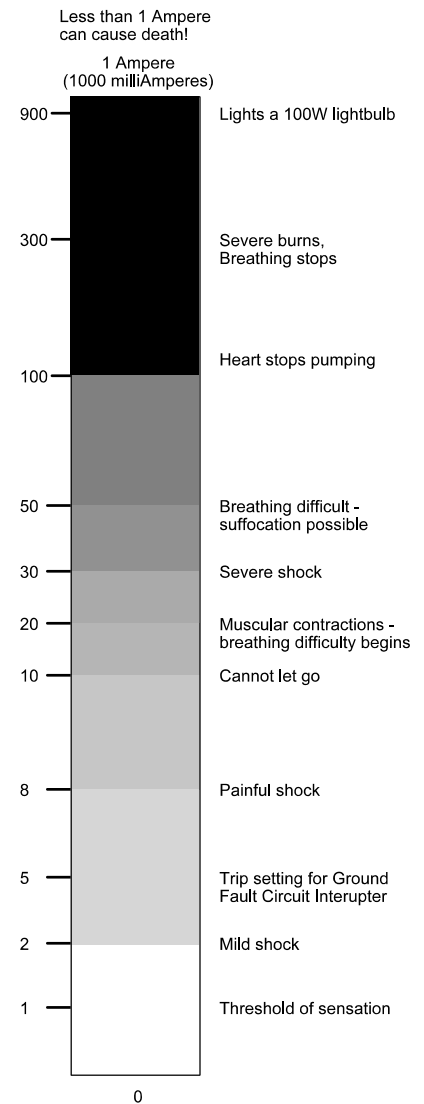
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LABORATORY SAFETY

Persons who work with electricity face the hazard of electrical shock, and should make every effort to understand the danger. It's not the voltage but the current that kills. The real measure of a shock's intensity lies in the amount of current (in milliamperes) forced through the body and the number of vital organs transversed, especially the percentage that reaches the heart. The chart shown is from Newfoundland Light and Power and it can be a guide for predicting the physiological effects of electric currents.

1. Practice a precaution used by experienced engineers and technicians. Always keep one hand in your pocket (or behind you) when measuring current and voltage. If two hands are in contact with the circuit the current flows across the chest and heart regions, which is very dangerous.
2. If in doubt with regard to the wiring of the circuit ask a demonstrator to check it out before you apply power. Electricity has no respect for Ignorance.
3. Certain components, such as resistors get quite hot while operating. Give them time to cool off before attempting to remove them.
4. Do not work around electrical equipment if floors are damp or wet.
5. Do not work on an electrical circuit while the power is ON.
6. Do not apply power when your partner is making contact with the circuit.
7. Ensure equipment is in proper working order before use. Frayed power cords and cracked or chipped plugs are a major source of accidents.
8. Ask for instruction before using any item of test equipment for the first time, even if you think you know how to use it. A little knowledge can be a dangerous thing; and if something can go wrong, it will. Test equipment is often expensive to repair.
9. In ELTK1100, the main risk is damage to the meters. Be sure to follow Procedures and if in doubt, ask a demonstrator.



A goal of all Electrotech courses is to teach students respect for electricity, not fear!

Safety is a vital factor in every activity. It cannot be scheduled for an hour or two of discussion and then abandoned in favour of another subject. Whether or not an accident occurs is usually dependent upon the degree to which basic, common sense, safety rules are followed.