

# Electrical and Computer Engineering Lab Safety

## Information for Laboratory Safety and Important Contacts

### This document is for users of ECE instructional laboratories in the Information Technology Building.

This document provides important information for the healthy and safe operation of ECE instructional laboratories. This document is required reading for all laboratory supervisors, instructors, researchers, staff, and students working in or managing instructional laboratories in ECE. It is expected that revisions and updates to this document will be done continually. A McMaster University lab manual is also available to read in every laboratory.

### General Health and Safety Principles

Good laboratory practice requires that every laboratory worker and supervisor observe the following:

1. Food and beverages are not permitted in the instructional laboratories.
2. A Laboratory Information Sheet on each lab door identifying potential hazards and emergency contact names should be known.
3. Laboratory equipment should only be used for its designed purpose.
4. Proper and safe use of lab equipment should be known before using it.
5. The course TA leading the lab should be informed of any unsafe condition.
6. The location and correct use of all available safety equipment should be known.
7. Potential hazards and appropriate safety precautions should be determined, and sufficiency of existing safety equipment should be confirmed before beginning new operations.
8. Proper waste disposal procedures should be followed.

### Location of Safety Equipment

#### Fire Extinguisher

On walls in halls outside of labs

#### First Aid Kit

ITB A111, or dial "88" after 4:30 p.m.

#### Telephone

On the wall of every lab near the door

#### Fire Alarm Pulls

Near all building exit doors on all floors

## Who to Contact

**Emergency Medical / Security:** On McMaster University campus, call Security at extension 88 or 905-522-4135 from a cell phone.

**Non-Emergency Accident or Incident:** Immediately inform the TA on duty or Course Instructor.

**University Security (Enquiries / Non-Emergency):** Dial 24281 on a McMaster phone or dial 905-525-9140 ext. 24281 from a cell phone.

**See TA or Instructor:** For problems with heat, ventilation, fire extinguishers, or immediate repairs

**Environmental & Occupational Health Support Services (EOHSS):** For health and safety questions dial 24352 on a McMaster phone or dial 905-525-9140 ext. 24352 from a cell phone.

**ECE Specific Instructional Laboratory Concerns:** For non-emergency questions specific to the ECE laboratories, please contact 24103.

## In Case of a Fire (Dial 88)

**When calling to report a fire, give name, exact location, and building.**

1. Immediately vacate the building via the nearest Exit Route. Do not use elevators!
2. Everyone is responsible for knowing the location of the nearest fire extinguisher, the fire alarm, and the nearest fire escape.
3. The safety of all people in the vicinity of a fire is of foremost importance. But do not endanger yourself!
4. In the event of a fire in your work area shout "*Fire!*" and pull the nearest fire alarm.
5. Do not attempt to extinguish a fire unless you are confident it can be done in a prompt and safe manner utilizing a hand-held fire extinguisher. Use the appropriate fire extinguisher for the specific type of fire. Most labs are equipped with Class A, B, and C extinguishers. Do not attempt to extinguish Class D fires which involve combustible metals such as magnesium, titanium, sodium, potassium, zirconium, lithium, and any other finely divided metals which are oxidizable. Use a fire sand bucket for Class D fires.
6. Do not attempt to fight a major fire on your own.
7. If possible, make sure the room is evacuated; close but do not lock the door and safely exit the building.

## Clothing on Fire

**Do not use a fire extinguisher on people**

1. Douse with water from safety shower immediately or
2. Roll on floor and scream for help or
3. Wrap with fire blanket to smother flame (a coat or other nonflammable fiber may be used if blanket is unavailable). Do not wrap a standing person; rather, lay the victim down to extinguish the fire. The blanket should be removed once the fire is out to disperse the heat.

## Equipment Failure or Hazard

**Failure of equipment may be indicative of a safety hazard - You must report all incidents.**

Should you observe excessive heat, excessive noise, damage, and/or abnormal behaviour of the lab equipment:

1. Immediately discontinue use of the equipment.
2. In Power Lab, press wall-mounted emergency shut-off button.
3. Inform your TA of the problem.
4. Wait for further instructions from your TA.
5. TA must file an incident report.

## Protocol For Safe Laboratory Practice

**Leave equipment in a safe state for the next person - if you're not sure, ask!**

In general, leave equipment in a safe state when you finish with it. When in doubt, consult the course TA.

## Defined Roles

TA	The first point of contact for lab supervision	
ECE Lab Supervisor	Steve Spencer- ITB 147	spencers@mcmaster.ca
ECE Chair	Mohamed Bakr- ITB A111	mbakr@mcmaster.ca
ECE Administrator	Shelby Gaudrault- ITB A111	gaudraus@mcmaster.ca
ECE Course Instructor	Please contact your specific course instructor directly	