GENERAL LAB SAFETY

1. There are no stupid questions!
2. If in doubt as to a proper or safe procedure, stop work and ask for guidance.
3. Do not bring food or drinks into any laboratory or shop space.
4. When entering G15A, eye and hearing protection may be required. Refer to door signs for more information.
5. Minimum shop PPE: Closed-toed and heeled shoes, no loose or torn clothing, neckties, necklaces, or hanging pieces; no rings, watches or bracelets. Long hair must be tied back to avoid being caught in machines.
6. **Always work with a buddy in the lab outside of posted regular hours, or when the lab manager is not present!** Exceptions exist for using the filament and resin printers, laser cutters, and small, unpowered projects.
7. **Before you turn on a machine,** be knowledgeable about procedures and safe-guards; Know where power and emergency shut-offs are located. Machines with these devices will require specific training.
8. Always inspect tools before use to ensure they are in good condition. For example, sharp blades are safer than dull ones. Damaged cases and cords increase the risk of fires and electric shock.
9. Remove all non-essential tools and materials from machine surfaces prior to turning the machine on. Vibrations can knock these materials into moving or rotating equipment.
10. **Abide by all lock-out signs on equipment.** If you need access to a machine urgently, contact the lab manager.
11. **NEVER** cut or work toward any part of yourself! Pay particular attention to where your fingers are.
12. Never direct compressed air at people. Turn off compressed air lines before switching lines to another machine.
13. Sheared materials often have very sharp edges. Use caution when handling these and break edges when possible.
14. Soldering and related processes may cause toxic fumes, burns, fires, or electric shocks if not properly executed. Be sure to read standard operating procedures and follow all safety guidelines.
15. Never work on live circuits or circuits with charged capacitors. Be sure to discharge all capacitors before proceeding.
16. **Permission is required** to work on circuits higher than 50V. Additional EH&S trainings will be necessary.
17. When testing circuits, ensure the set-up is fully hooked up before turning on power. DO NOT touch any metal part of the leads or circuit under test until the device is fully powered down again. Keep fingers behind guards.
18. **ALWAYS concentrate** on the operation you are performing at hand. Do not talk on your cell phone or allow yourself to be distracted while operating equipment. Allot enough time for your work to avoid rushing.
19. Use proper technique when lifting, moving, or carrying loads. Ask for assistance whenever needed to distribute loads and avoid strains. Carts are available for heavy and large items.
20. **Keep all walkways free of obstacles.**
21. Know the location of fire extinguishers, emergency exits, and first aid kits.
22. **Be aware of emergency procedures such as:**
	1. Call 9-1-1. If done by cell phone, let them know that you are located on the University of Washington and be sure to include exact location (building, floor, room). If calling from a local UW phone line, you will be immediately connected to UW dispatchers.
	2. If the space becomes unsafe, leave via the nearest exit and move away from the building.
	3. Report any emergencies to the lab manager as soon as it is safe to do so.
23. All injuries, accidents, and spills must be reported immediately. Report unsafe or hazardous conditions.