

Electrotechnology Lab Procedures

Lab Safety

1. All persons must comply with the policies and procedures listed on the [Occupational Health and Safety](#) website for Mohawk College.
2. All persons must comply with the [Electrotechnology Eyewear Policy](#) including the use of Safety Glasses.
3. The instructor must ensure that the relevant WHMIS and College requirements have been met for all labs.
4. Students will not be allowed into any Electrotechnology labs without direct supervision from an instructor or technologist. Students are asked to wait in the hall until their instructor arrives.
5. Students must not use any equipment or materials in the lab until they have received appropriate training and instruction on the correct and safe use of laboratory equipment, instrumentation and materials.
6. Students will be advised of the use and location of the Emergency Power Off (EPO) buttons. These buttons cut off power to the benches in an emergency.
7. Headphones or earplugs must not be worn in the laboratory.
8. Long hair must be tied back, loose clothing secured, and neckties removed.
9. Walkways must be clear of bags, tool boxes, personal belongings, chairs, etc.
10. Self-closing doors must not be propped open as per the Fire Code.
11. All equipment must be turned off whenever emergency evacuation is required.

Lab Rules

12. Cameras are present in all the Electrotechnology labs.
13. Food or drink is not permitted in any lab.
14. Lab PC network connections must not be disconnected.
15. Students must only use the bench equipment available at their station. If additional or replacement equipment is required they must have the permission of the instructor. Equipment must not be borrowed from other labs.
16. Students must check the instruments at their bench and report any deficiencies or damage to the instructor.
17. Instruments must not be removed from the lab.
18. Equipment on bench shelves must not be rearranged, modified or moved.
19. Power bars on each bench are for lab equipment only.
20. Turn off battery powered college equipment when not in use.

End of Lab Checklist

21. For Students:

- ✓ Power down the lab equipment as instructed by the instructor or technologist.
- ✓ Return lab equipment to its home location.
- ✓ Arrange instruments neatly on the bench.
- ✓ Clean the bench. Brushes are provided at each bench.
- ✓ Discard waste appropriately.
- ✓ Tuck in chairs before leaving the bench.

22. For Instructors and Technologists:

- ✓ Walk around the lab and ensure that it was left in good order.
- ✓ Tag and report any faulty or damaged equipment to technical support.
- ✓ Turn off lights.
- ✓ Ensure all doors are locked.