



جامعة فهد بن سلطان
FAHAD BIN SULTAN UNIVERSITY

College of Engineering

Electrical Engineering Department

Electrical Engineering LABs

Policy and Safety Guidelines



ELEE LAB Policy

1. LAB sessions start on time.
2. Students must attend the LAB section they have registered for. Group members should work jointly on all tasks of the experiment.
3. To get full credit, it is a must to complete the in-LAB session and turn in a report on time. The report should be neat and readable, where group members are expected to cooperate on the report work with nearly equal load.
4. A LAB session can be made up only if there is a valid reason for missing it. Permissions for a LAB session makeup or rehearse must be obtained in advance from your LAB Teaching Assistant in coordination with the LAB Instructor.

General Safety Guidelines

Your safety in the laboratory is our top priority. Please adhere to the following safety guidelines:

1. Personal Protective Equipment (PPE): Always wear appropriate PPE, including lab coats, safety glasses, gloves, and any other required gear.
2. Chemical Handling: Handle chemicals with care. Read labels carefully and follow instructions. Never mix chemicals unless instructed to do so.
3. Equipment Usage: Use equipment as intended and under supervision. Report any malfunctions or damage immediately.
4. Emergency Procedures: Familiarize yourself with the location of emergency exits, first aid kits, eyewash stations, and fire extinguishers.
5. Food and Drink: Never eat, drink, or apply cosmetics in the laboratory.
6. Waste Disposal: Dispose of waste according to proper procedures. Never pour chemicals down the drain unless instructed to do so.
7. Accidents and Incidents: Report any accidents or incidents to your instructor immediately.
8. Lab Etiquette: Maintain a clean and organized workspace. Avoid horseplay or distractions.
9. By following these safety guidelines, you can help ensure a safe and productive learning environment for everyone.

ELEE LABs Safety Guidelines

1. You may enter the LAB only when allowed to do so and only during authorized hours of operation.
2. Open drinks and food are prohibited in the LAB at all times.
3. Avoid working with wet hands and clothing.
4. Before equipment is energized ensure:
 - a. Connections and layout have been checked by the LAB Teaching Assistant.
 - b. All colleagues in your group give their assent.
 - c. Make sure the power is off when wiring or making changes.





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- d. Make sure components used are of a rating that will withstand applied current and voltage.
 5. Report any broken equipment or defective parts to the LAB instructor or Teaching Assistant. Do not open, remove the cover, or attempt to repair any equipment.
 6. When the experiment is over, place the chairs properly and turn off all equipment. Also, return all components to their designated location.
 7. Do not move instruments from one LAB station to another.
 8. Do not tamper with or remove security straps, locks, or other security devices.

