

LABORATORY POLICIES AND PROCEDURES

Policy #	AA-240	Revision #	01
Accessibility level	A	Effective date	02/21/2010

Quality-Centered Education for a Better Community

PREAMBLE

FBSU is totally committed to achieving its educational mission which recognizes the importance of providing students with a quality lab experience in order to prepare them to succeed in today's technology-based economies. As a vital hands-on component of all technology-based courses, the labs are well integrated into the curriculum giving FBSU graduates the ability to harness technology for the benefit of the institutions they work for.

POLICIES

1. All FBSU students are allowed to use the labs during working hours.
2. Lab users must be supervised at all times by Lab Assistants and/or Lab Instructors.
3. Lab users must preserve the integrity of the Labs and equipment. Violators will be subjected to disciplinary actions according to university rules and regulations
4. Food, drinks, and smoking are strictly prohibited since they violate the most fundamental safety guidelines and procedures; these procedures must be posted in every lab and followed at all times.
5. Lab director oversees the operation of the labs and develops labs needs and requirements in consultation with relevant academic units within the approved budget. Additional requirements by those units are considered as the need arises.
6. Lab equipment and facilities are continuously reassessed and reviewed for effectiveness and usability. All lab inquiries, requests, and concerns shall be addressed to the Labs Director for resolution.

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OPERATIONAL AND SAFETY GUIDELINES

1) SAFETY RULES AND REGULATIONS

All laboratory experiments have been designed with students' safety in mind. It is always possible that unforeseen events may lead to circumstances that are potentially dangerous. In such cases, prompt and correct response can minimize the potential for personal injury. However, in order to avoid the possibility of injuries, it is important that the students:

- a. Are never left in the labs alone
- b. Behave responsibly to insure their own safety as well as that of their colleagues
- c. Use common sense
- d. Pay attention to all instructions e. Be aware of their surroundings
- e. Familiarize themselves with the location of First Aid kits and fire extinguishers.

2) USE COMMON SENSE

Most often, safety in the laboratory can be insured if simple common sense is applied. Irresponsible or reckless behavior in the laboratory can be dangerous, and thus will not be tolerated. Students must never leave their experiments unattended. They must not tamper with any equipment; they must be familiar with their experiments, their work area, and always exercise caution and good judgment.

- a. Great care must be exercised when dealing with power.
 - i. Power cords should not be overly bent or kinked, as this can crack the insulation exposing students to the danger of electrical shock or burn.
 - ii. Liquids should never be close to power sources as spillage can have dire consequences.
- b. Great care must also be used when dealing with chemicals.
 - i. Glassware may break or spill, utmost caution is advised.
 - ii. Thermometers contain mercury, a poisonous material that must be handled with extreme care.
- c. In general, heating or soldering elements may potentially cause serious injury and burn, it is important that they never come in contact with fingers, clothing, power cords, or any chemicals.

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3) FIRE SAFETY

As accidents may happen, ignorance is our worst enemy. Students must be well informed to avoid serious injury in case of fire. One of the main causes of injury in fires is having blocked passage ways. Never leave the entrance/exit of a laboratory blocked with any object. Access to the outside must remain unblocked and uncluttered at all times. The second most common cause of injury is pushing and shoving during a stampede.

In case of fire, follow these simple rules to ensure your safety as well as the safety of others:

- a. Exit the lab room quickly but calmly without pushing and shoving people out of your way to get to the door.
- b. Do not open any windows; this will give the fire much needed oxygen to burn stronger and hotter.
- c. Keep the lab door closed; you don't want to fan the fire.
- d. Call out for help.
- d. In case you want to use the fire extinguisher, follow the instructions written on the device, and direct the extinguisher stream to the base of the flames which will deprive the fire from its source of oxygen and smother the flames.

4) ELECTRIC SHOCK

In case of electrical shock, the real measure of shock intensity lies in the amount of current forced through the body, and not the voltage. While currents of as little as 0.075 Amperes can cause breathing to stop completely, currents between 0.1 mA and 0.2 A are lethal. Any electrical device using a house wiring circuit can under certain conditions transmit a fatal current. Here are some general guidelines to dealing with electricity:

- a. Do not touch electrical equipment while barefoot, or standing on metal floors, damp concrete, or other well-grounded surfaces.
- b. Do not handle electrical equipment while wearing damp clothing (particularly wet shoes) or while skin surfaces are damp.
- c. If you observe an individual being electrically shocked:
 - i. Cut the voltage and/or remove the victim from contact as quickly as possible, but without touching him with your bare hands and endangering your own safety.
 - ii. Do not waste valuable time looking for the power switch. Use a length of dry wood, rope, blanket, etc., to pry or pull the victim loose. The resistance of victim decreases with time, and fatal 100 to 200 mA level may be reached if action is delayed.

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- iii. If the victim is unconscious and has stopped breathing, start artificial respiration immediately after freeing him/her. Do not stop resuscitation until medical help arrives.

5) IMPORTANT NUMBERS

In the event of a major emergency it is important to alert the proper authorities immediately. In order to contact off-campus emergency personnel, use any of the telephones located in all faculty and staff offices. The emergency numbers are: 999 (Police), 998 (Fire), & 997 (Emergency Medical Service).

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GENERAL LAB PROCEDURES

Labs are an integral part of the teaching/learning process. To insure the smooth running of their operation, it is of utmost importance that lab procedures are strictly adhered to:

1. Lab users must familiarize themselves with the labs safety guidelines that are distributed at the beginning of every semester.
2. Requirements for equipment and/or software are submitted by the labs instructors to the Labs Director prior to the start of the semester. For your special requirements, contact your lab instructor.
3. Your concerns and/or inquiries about the labs are welcomed. Please forward them in writing to the Labs Director.
4. Daily open Internet hours are made available as of the 1st day of classes. Students are welcome to use the labs during those times as posted on the appropriate lab door and on notice boards around campus.
5. Students may be allowed to use the labs after-hours provided that their instructor fills the Lab Request Form and forwards it to the Labs director at least 24 hours prior to the intended time slot in question. To use a lab outside of officially scheduled lab times, contact your lab instructor.
6. Students who show disregard to laboratories and related university property may be prevented from entering the labs as well as be subjected to disciplinary actions in accordance to university rules and regulations.

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APPENDIX I: DAY-TO-DAY LAB USE

Students must abide by the Lab use rules and by the safety procedures set forth by the Labs Department.

1) During a lab session:

- a. Smoking on campus is not allowed. Smoking inside laboratories will not be tolerated.
- b. Food and drinks are strictly prohibited since they violate the most fundamental safety guidelines. Offenders exposing themselves, their colleagues, and the equipment to serious risk, and hence:
 - i. Will be asked to leave the lab premises immediately.
 - ii. Will be reported
 - iii. Will face disciplinary actions.

2) At the end of the lab session: Every student is expected to:

- a. Properly shut down his computer, screen, and turn off his equipment
- b. Clear all his personal belongings from his workbench and leave his work area in a clean and tidy state.
- c. Return all used equipment and tools to their original locations.
- d. Return his chair to where it belongs.
- e. Remove any personal items and/or litter.
- f. Wait till his/her desk and work area are inspected before leaving the lab.

3) Final notes:

- a. No furniture, equipment, or lab tools may be removed from any Lab.
- b. Moving of such items from one lab room to another:
 - i. Must be requested in writing from the labs department
 - ii. Is the sole responsibility of the Labs Department

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APPENDIX II: INTERNET & NETWORK ACCESS RULES AND USE POLICIES

FBSU allocates network access and resources to its faculty, staff, and students. Use of the network must be conducted in compliance with the applicable laws of the Kingdom of Saudi Arabia, and with the rules and policies set forth in this document. Computer and internet access privileges are granted as long as the Access Rules and policies are respected and FBSU's vested interests are not compromised.

Access Rules and Policies

- I. All lab computers, network equipment, and/or available software, are the sole property of FBSU. Users are given access to the network to carry out their work within the confines of the Rules and Policies listed below. They are not to attempt access to systems and/or applications which may jeopardize the entire network, or any of its servers in any way. All users are prohibited from carrying out any of the following activities for any reason whatsoever.
 1. Disconnecting, removing, and relocating any PCs and/or network equipment from any laboratory.
 2. Installing/uninstalling software and/or equipment (such as printers, scanners, etc.) in/from any laboratory computers.
 3. The use of any equipment requiring special software installation.
 4. The playing of audio or video files without the use of headphones.
 5. The download, creation, and/or distribution of viruses, worms, spyware, or any kind of malicious software, which is considered an act of vandalism. Such unacceptable misconduct will result in suspension of access privileges. Repeat offenders may face further disciplinary actions.
 6. The download and distribution of racially offensive or pornographic material. Offenders will be subjected to immediate disciplinary actions.
 7. Network configuration.
- II. Violators of the Network Access Rules and Policies may be subject to disciplinary actions which, depending on the severity of the violation, may range from a verbal/written warning, removal of system access for a specific period of time, termination of access privileges, to heavier retaliatory actions such as suspension and fines.