

Laboratory Rules

See www.itee.uq.edu.au/~whs for Workplace Health & Safety information

SECURITY

- * If installed, the security system shall be **armed** upon final exit by an authorised person.
- * Do **not** loan your swipe card to any other person.
- * Do **not** let others into the room on your card.
- * Keep your card secure. Lost cards should be reported immediately to the School Office.
- * If the School Office is closed, call security on 3365 1234.
- * You must produce your Student ID Card if asked by a staff member.

FOOD AND DRINK

- * Food and drink is **strictly forbidden** in Labs or Workshops. Take a break and leave the room.

HEALTH AND SAFETY

- * Persons entering a Laboratory or Workshop are obliged to be aware of and if required, undertake **Risk Assessments** of activities intended to be carried out within that facility.
- * Covered footwear must be worn at all times, thongs must **NOT** be worn in labs or workshops.
- * Be aware of Personal Protective Equipment requirements displayed on signs or as advised.
- * For safety reasons there must always be at least **two people** in an Engineering Lab or Workshop.
- * Always obey fire and evacuation alarms and the directions of Fire Wardens.

COMPUTING FACILITIES

- * Do **not** attempt to access another person's account or allow another person to access your account.
- * Do **not** access another person's files without their permission.
- * Do **not** attempt to access any computer system for which you don't have a valid account.
- * Do **not** attempt to circumvent any form of software or hardware protection or resource limits.
- * Do **not** download or transmit data not directly related to your ITEE studies.
- * Do **not** install any unauthorised software on School computers.
- * Do **not** delete or modify any School installed software.
- * Do **not** encrypt any information held in your files.
- * Do **not** breach the Copyright Act by actions such as reproducing, installing or using unlicensed software.

EQUIPMENT AND FURNITURE

- * **Never** remove or loan equipment. Only the Lab Supervisor or the Engineering & Technical Support Manager can authorise the removal of equipment from this facility.
- * Do **not** tamper with furniture or fittings.
- * Do **not** attempt to repair faulty equipment, report it to the Lab Supervisor or the Engineering & Technical Support Manager.

GENERAL CLEANLINESS

- * **You are required to keep this facility clean and tidy at all times, if found in any other condition you must advise the Engineering & Technical Support Manager immediately, otherwise you may be held responsible.**

FURTHER INFORMATION

- * A more comprehensive statement is viewable at <http://studenthelp.itee.uq.edu.au/ohs/page3.htm#labrules>