

Laboratory Rules

Persons failing to comply with these rules do so at their own risk and may be subject to disciplinary action by the School

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

ACCESS & SECURITY

- * If installed, the security system shall be **Disarmed** upon entry and **Armed** upon final exit.
- * Do **Not** loan your swipe card to any other person and 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.
- * You must **Not Enter** or **Remain in a Laboratory** outside of normal access hours.

FOOD AND DRINK

- * Food and drink is **Strictly Forbidden** in all ITEE Laboratories. Take a break and leave the room.

HEALTH AND SAFETY

- * Persons entering a Laboratory are obliged to be aware of and if required, undertake **Risk Assessments** of activities intended to be carried out within the facility.
- * Persons suffering from any condition likely to compromise their own safety or the safety of others whilst in an Engineering Laboratory **such as Colour Blindness or Epilepsy etc**, must inform the School before Lab access is sought.
- * Be aware of Personal Protective Equipment (PPE) requirements displayed on signs or as advised.
- * For safety reasons there must always be at least **Two People** in a Laboratory.
- * 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 ETS Manager.

GENERAL CLEANLINESS & FURTHER INFORMATION

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