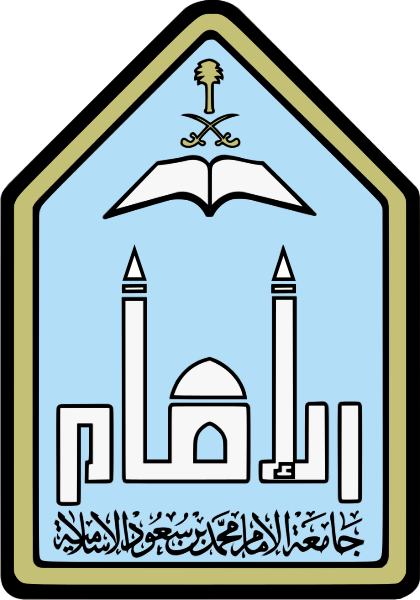
Version 1-2019



Health and Safety Manual

Electrical Engineering Department

Al Imam Mohammad Ibn Saud

Islamic University

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# Important Phone Numbers

*The Al Imam Mohammad Ibn Saud Islamic University provides the following emergency service numbers for all of its colleges and Institutes to facilitate the students, staff and workers to contact during emergencies.*

Central Service 2580000

Medical Service 2583110

Fire and Emergency 2583222

# Safety Policy

*The Al Imam Mohammad Ibn Saud Islamic University emphasizes safety policy for all of its staff and students working in college of engineering to follow the rules specified by the concerned departments in college of engineering and also encourages students and staff to bring to the notice of Dean and Head of the departments if there are any concerns regarding safety, health and related issues.*

*The Electrical Engineering Department has always strived to raise the concern of Safety among students by informing them at the start of session during the semester and has posted pamphlets on doors and walls regarding safety.*

# Internal Responsibility System

*The Department of Electrical Engineering runs mechanism to support safety of students and staff.*

1. The concerned staff of the lab switches of all the equipments and devices at the end of each session.
2. Any discrepancy that may lead to improper safety especially due to Electric Current should be informed to lab coordinator.
3. The Concerned staff who teaches the lab should always check the connections, assembly of equipments, tools, wires and any other related issue and then permit students to connect the Electric supply.
4. The labs should not be kept unattended by the concerned staff or lab coordinator.
5. Any discrepancy notice by either staff or lab coordinator should be informed to Head of the Department as an issue of concern as a cause of safety concern.

# Definitions

***Electric Shock:*** *The Electric shock in this manual refers to shock caused by*

*Supply system from university.*

*Shocks caused by improper connections.*

*Shocks caused by uncovered transformers*

*Shocks caused by loose wires or improper connections.*

*Shocks caused while giving live connections by keeping supply on*

*DC voltage supply shocks which does not give the person impulse so that he is thrown back by supply.*

*Shocks due to equipments failure.*

***Lab Coordinator:*** *A person, who is responsible for a particular lab room, holds the key of lab arranges equipments and have an eye on any discrepancy in lab.*

***Staff:*** *A teaching staff who uses the lab for teaching, Project guiding to students, teaching lab, Conducting research project or holding any activity in the lab*

# Responsibilities of the Lab Coordinators for safe Lab Environment

*The following are the responsibilities of lab coordinators which are given to them for the safety of everybody in the lab as well as to prevent any accidental damage to lab and its equipments due to unsafe procedures and operations of equipments.*

* Always read safety manuals of equipments provided by the manufacturer.
* Always switch off equipments after each session.
* Do not keep any equipment working for long time unless for research or analysis purpose by the concerned staff and take notice from him of the event closing time.
* Never leave students unattended while they are working in lab, unless they take long and laborious work such as projects with a pre guidance, Equipment manual, Laboratory manual and safety manual.
* Do not displace or remove laboratory equipment without proper knowledge of it.
* Never open or remove cover of equipment in the laboratories without concerned authorization.
* Always inform the head of the department about any discrepancy noticed, so that he can inform other staff and lab coordinators, students and take necessary action.

# Responsibilities of the Students for Safe Lab work.

*The following are the responsibilities of Students to work safely in lab and prevent themselves from unexpected accidents and harms by following safe lab procedures.*

* Smoking is prohibited in all Electrical Engineering laboratories.
* Shoes shall be worn that provide full coverage of the feet, and appropriate personal clothing shall be worn in laboratories.
* Students shall be familiar with the locations and operation of safety and emergency equipment such as, emergency power off, emergency telephones, and emergency exits.
* Do not displace or remove laboratory equipment without instructor or technician authorization.
* Never open or remove cover of equipment in the laboratories without instructor authorization
* No power laboratory should be performed without laboratory instructor present
* Before equipment is made live, circuit connections and layout should be checked by the instructor
* Never make any changes to circuits without first isolating the circuit by switching off and removing connections to supplies.
* Voltages above 50 Vrms ac and 50 V dc are always dangerous. Extra precautions should be considered as voltage levels are increased.
* Be familiar with the locations and operation of safety and emergency equipment such as emergency power off in your lab
* Remove metal bracelets or watchstraps.

# Safety First Policy

*The Department of Electrical Engineering always emphasize on the fact that is safety is a priority issue and should be kept above all for a safe environment in all of its labs.*