

**NATIONAL UNIVERSITY OF ENGINEERING  
COLLEGE OF MECHANICAL ENGINEERING**



**Mechanical Engineering Program  
Mechanical-Electrical Engineering Program  
Mechatronics Engineering Program  
Naval Engineering Program**

**GENERAL GUIDELINES FOR THE USE OF  
COLLEGE LABORATORIES**

**Lima, Peru**

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# **General Guidelines for the Use of Mechanical Engineering College Laboratories**

Safety of students, faculty and staff is the highest priority regarding the operation and use of machines, equipment and tools in the College of Mechanical Engineering at National University of Engineering UNI.

Procedures and guidelines have been developed to provide a safe environment within the requirements of the curriculum and educational experience. The following list is a general outline of responsibilities and safety guidelines all students and faculty must carefully fulfill.

## **General Safety Guidelines**

- Wear shirts with short sleeves, sleeves cut off or rolled up above the elbows.
- Wear clothing appropriate for the activity in which you are involved.
- Do not wear loose or torn clothing that may get caught in equipment or machines.
- Always wear safety glasses or face shields when operating any machine or doing work in the machine shop.
- All jewelry that may get caught in machines or equipment should be removed.
- Do not wear any dangling electrical devices such as headphones, etc.
- Do not wear open-toed shoes or sandals in the shop.
- Handle sharp or rough materials with gloves, but remove the gloves before using the machine.
- Always turn the machine off before handling any material.
- Protect your hair for not being at risk of getting caught in any equipment.
- Do not operate the machine shop or laboratory equipment when sleepy or in a hurry.

## **Student Responsibilities**

- Student groups or individuals must follow all safety procedures. Each member of a project team or lab group is responsible for ensuring his/her own safety, as well as the safety of his/her team members.
- Student groups or individuals must act responsibly in using only the tools, equipment and space on which they have been trained and authorized to use.
- When an experiment has been completed, all equipment must be cleaned and returned to its proper place.
- Students must return all broken tools and equipment to authorized personnel responsible for those items. Defective equipment may only be repaired by laboratory staff.
- Privately owned equipment and tools may only be used in laboratories if special permission has been given by laboratory staff.
- Students must carry their UNI-ID with them at all times when using the laboratory areas or equipment.
- Do not allow unauthorized people to use or operate machines, tools and /systems.
- Be responsible for assuring the supervisor is in the room (if required). Students must shut off any machines, clean up as needed and leave if the supervisor leaves.
- Students who do not meet these guidelines will be reprimanded and negatively graded or suspended.